

# NOTICE

## YELLOW MEDICINE EAST School Board Meeting



Monday, July 13, 2009 at 7:00 PM  
Regular Meeting  
YME High School Board Room

---

### School Board Meeting Agenda

---

1. Call to Order 3
2. Approval of Agenda
3. Approval of June 15, 2009 Meeting Minutes 7
4. Opportunity for Citizens to Speak
5. Reports 10
  - A. Special Reports
    1. E.C.H.O. Charter School Annual Report - L. Schueler
  - B. Finance Reports
  - C. Administrative Reports
    1. High School Report - K. Norell
  - D. Superintendent Report
  - E. Board & Committee Reports
    1. Negotiations Committee
6. Personnel Items
  - A. Elementary Art Instructor - A. Paasch
  - B. Elementary Music Instructor - B. Jahn
  - C. HS Ag Instructor - J. Swenson
  - D. HS Counselor - V. Skjefte
  - E. Health Services Coordinator - J. Berends
  - F. Resignation - Elementary Student Council Advisor - L. Richter
7. Action Items
  - A. Approval of Bills for Payment 12
  - B. Energy Services Group (ESG) Project Agreement Approval 25

C.	MSBA Membership for 2009-2010 School Year	
D.	E.C.H.O. Charter School Contract	
E.	Administrator Salary Freeze for 2009-2010	
F.	Supervisory/Confidential Bargaining Group Salary Concession for 2009-2010	
G.	Activity Fees for 2009-2010	26
H.	Accept Bread Bids for 2009-2010	
I.	Accept Milk Bids for 2009-2010	
J.	Approval of HS Student Handbook for 2009-2010	27
K.	Approval of BRE Student Handbook for 2009-2010	63
L.	Designate School Board Meeting Dates for 2009-2010	93
M.	Resolution to Hold Meetings on Columbus Day - October 12, 2009	94
N.	Designate School Depositories for 2009-2010	
O.	Authorize Financial Procedures and Personnel for 2009-2010	
P.	Authorize Facsimile Use of Board Signatures for 2009-2010	
Q.	Designate Official School Newspaper for 2009-2010	
R.	Designate Legal Council for 2009-2010	
S.	Authorize Contracting with MVCC for 2009-2010	
T.	Approval of Attachment 99 Document	95
8.	Discussion Items	
A.	Type III Vehicle Contract with Bennett & Bennett Transportation	
B.	Construction Trades House	
C.	Food Service Prices for 2009-2010 School Year	99
D.	Superintendent Year End Evaluation	
E.	District Mission and Goals	100
F.	Cooperative Athletic Programs	
9.	Upcoming Events	101
10.	Meeting Closed for Negotiations Discussion	
11.	Adjourn	

# YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

---

To: YME School Board Members  
From: Allen Stoeckman, Superintendent  
Date: July 9, 2009  
RE: Board Meeting – July 13, 2009

The agenda notes for the July 13, 2009 Board meeting are as follows. Supporting exhibits are posted on BoardBook. Please let Denise know if you will be unable to attend.

## Item Description

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of June 15, 2009 Meeting Minutes**
4. **Opportunity for Citizens to Speak**
5. **Reports**
  - A. **Special Reports**
    1. **E.C.H.O. Charter School Annual Report – L. Schueler**

Larry Schueler, Director, will be in attendance to give his annual report on the E.C.H.O. Charter School.
  - B. **Finance Reports**
    1. **Fund Balance Report**
  - C. **Administrative Reports**
    1. **High School Report – K. Norell**
  - D. **Superintendent Report**
  - E. **Board & Committee Reports**
    1. **Negotiations Committee**

Met with EM-YME on June 22 and received their contract proposal for the 2009-2010 & 2010-2011 school years. District negotiators also met on July 6 to draft language and financial proposal that will be shared during the Closed Meeting.
6. **Personnel Items**
  - A. **Elementary Art Instructor – A. Paasch**

Recommend hiring Adam Paasch as the elementary art instructor. A donation received from the Fagen Foundation will cover the salary and benefits for the next two years.

- B. Elementary Music Instructor – B. Jahn**  
Recommend the employment of Beth Jahn as elementary music instructor. A variance has been filed with MDE for Beth’s licensure. Beth is currently working on her music licensure.
- C. HS Ag Instructor – J. Swenson**  
Recommend the employment of Jim Swenson as high school ag instructor. Jim will be brought back at 0.833 FTE.
- D. HS Counselor – V. Skjefte**  
Recommend the employment of Valerie Skjefte as high school counselor. Val will be brought back at 0.5 FTE.
- E. Health Services Coordinator – J. Berends**  
Recommend the employment of Jana Berends as the YME Health Services Coordinator at 7.5 hours a day for 184 days.
- F. Resignation – Elementary Student Council Advisor – L. Richter**  
Linda Richter has resigned her position as elementary student council advisor. Recommend accepting resignation.

**7. Action Items**

- A. Approval of Bills for Payment**  
The list of bills has been posted to BoardBook. Recommend approval for payment.
- B. Energy Services Group (ESG) Agreement**  
A presentation by ESG was done at the June Board Meeting. A copy of the agreement is in BoardBook. Please note the paragraph towards the bottom of the agreement which begins “If ESG is unable to deliver at report ...” Recommend approval of agreement to complete a comprehensive study of the YME campus.
- C. MSBA Membership for 2009-2010 School Year**  
Recommend renewal of our membership with the Minnesota School Boards Association for the 2009-2010 school year. The total cost of membership is \$3,765.
- D. E.C.H.O. Charter School Contract**  
Recommend approval of a 3 year contract for ISD 2190 to be the authorizer.
- E. Administrator Salary Freeze for 2009-2010 School Year**  
Recommend acceptance of a voluntary freeze on the salaries of Karen Norell, Stacy Hinz, Tim Knapper, and me for the 2009-2010 school year.
- F. Supervisory/Confidential Bargaining Group Salary Concession for 2009-2010**  
Recommend acceptance of the voluntary offer from the Supervisory/Confidential bargaining group to take a 1.9% reduction in their negotiated 2009-2010 salary.
- G. Activity Fees for 2009-2010 School Year**  
Recommend adjusting the activity fees for the 2009-2010 school year as follows:

Item	2008-2009 Fees	Recommended 2009-2010 Fees
Activity Pass K-6	\$17	\$25
Activity Pass 7-12	\$25	\$25
Activity Pass Adult	\$50	\$70
Activity Pass Student Family Max	\$65	\$75
Athletic Activity Fee 7-8	\$50	\$50
Athletic Activity Fee 9-12	\$70	\$80
Fine Arts Activity Fee 7-12		\$30

- H. Accept Bread Bid for 2009-2010 School Year**  
Bids received for bread and bread products will be opened at 1:00 on Monday, July 13. A recommendation will be presented to you at the Board meeting on Monday evening.
- I. Accept Milk Bid for 2009-2010 School Year**  
Bids received for milk and milk products will be opened at 1:00 on Monday, July 13. Recommendation will be presented to you at the Board meeting on Monday evening.
- J. Approval of HS Student Handbook for 2009-2010 School Year**  
Recommend approval of the HS Student Handbook as presented by Ms. Norell.
- K. Approval of BRE Student Handbook for 2009-2010 School Year**  
Recommend approval of the BRE Student Handbook as presented by Ms. Hinz.
- L. Designate School Board Meeting Dates for 2009-2010 School Year**  
Dates for the regular Board meetings held each month will be according to the schedule posted on BoardBook. Generally, this is the second Monday of the month at 7:00 pm in the YME Board Room. The fourth Tuesday of each month at 7:00 pm will be reserved in the event a second meeting needs to be held.
- M. Resolution to Hold Meetings on Columbus Day – October 12, 2009**  
Recommend adopting a resolution authorizing the Board and other school entities to meet on this holiday. Recommend resolving to meet on Columbus Day, Monday, October 12, 2009.
- N. Designate School Depositories for 2009-2010 School Year**  
Recommend designating official school depositories for the 2009-2010 fiscal year as follows: F&M Bank of Clarkfield for payroll; Citizens State Bank of Granite Falls for the Board account, student programs and administrative account; and MN School District Liquid Asset Fund for receiving state aid and levy revenues; and to authorize the Granite Falls Bank to provide electronic fund transfers to allow for payroll direct deposit services. \
- O. Authorize Financial Procedures and Personnel for 2009-2010 School Year**  
Recommend designating LeeAnn Boushek, Finance Officer, Terri Peterson, Assistant Finance Officer, and Tara Miller, Payroll, to complete and authorize electronic fund transfers as necessary to pay Board bills and payroll and to complete investments for the District in secured accounts to yield the greatest amount of interest return is necessary.
- P. Authorize Facsimile use of Board Signatures for 2009-2010 School Year**  
Recommend authorization of facsimile use of Board signatures for board bills and payroll checks.
- Q. Designate Official School Newspaper for 2009-2010 School Year**  
Recommend designating the Advocate Tribune as the official school newspaper.
- R. Designate Legal Council for 2009-2010 School Year**  
Recommend designating Ratwik, Roszak & Maloney, P.A. law firm, Kevin Rupp; Holmstrom & Kvam of Granite Falls; Gilbertson of Clarkfield; and to authorize the Superintendent and Board chairperson to contact counsel as needed.
- S. Authorize Contracting with MVCC for 2009-2010 School Year**  
Annually, the Minnesota Valley Cooperative Center contracts with YME for the following services: bookkeeping, payroll and secretarial services; technology coordination and training services; and staff development coordination and training services. Recommend approval of the above contracts.
- T. Approval of Attachment 99 Document**  
In order for Health & Safety funds to be released, the MN Department of Education required that the Board review progress on identified issues. The Attachment 99 documents District action in these areas. The document is posted on BoardBook for your review. Recommend approval.

- 8. Discussion Items**
  - A. Type III Vehicles with Bennett & Bennett
  - B. Construction Trades House
  - C. Food Service Prices for 2009-2010 School Year
  - D. Superintendent Year End Evaluation
  - E. District Mission and Goals
  - F. Cooperative Athletic Programs
- 9. Upcoming Events & Activities**
- 10. Meeting Closed for Negotiations Discussion**
- 11. Adjourn**

**YELLOW MEDICINE EAST ISD #2190  
SCHOOL BOARD MEETING MINUTES  
MONDAY, JUNE 15, 2009 – 7:00 P.M.  
YME BOARD ROOM**

Board Members Present: Jane Hagert, Rich Jepson, Larry Lee, Elmo Volstad, Steve Zumhofe

Board Members Absent: Tim Opdahl, Grant Velde

Community / Staff Members Present: Kathy Anderson, LeeAnn Boushek, Mary Ditterich, Jerry Halloran, Stacy Hinz, Karen Jacobson, Peggy Kvam, Darlys Listul, Allen Stoeckman, Denise Streich, Kathy Velde

Chairman Volstad called the meeting to order.

Chairman Volstad approved the agenda for the meeting.

Chairman Volstad approved the minutes from the May 11, 2009 meeting.

The opportunity for citizens to speak received no response.

Jerry Halloran, from Energy Services Group (ESG), shared information on his company and how it can provide oversight for facilities projects.

Karen Jacobson, director of the Minnesota River Valley Education District, shared information about the work of MRVED.

Fund balance and enrollment reports were submitted to the Board.

Principal Hinz reported on anticipated class sizes at BRE for the 09-10 school year.

Tim Knapper submitted a written report highlighting the spring sport seasons.

Superintendent Stoeckman gave a year-end report.

The Negotiations Committee met with EMYME on May 18 to set ground rules and schedule future meetings. The next meeting will be held on June 22 when EMYME will submit their proposal.

The Buildings & Grounds Committee met on May 2 and received a presentation from Energy Services Group. Other items discussed were the tuckpointing project, use of the Clarkfield site, and the sale of surplus equipment.

The Finance Committee met June 8 and reviewed information regarding the FY09 revised budget and the FY10 budget. The committee also heard a proposal from Bennett & Bennett Transportation regarding Type III vehicles.

Motion by Jepson, second by Hagert and carried unanimously by roll call vote, with Zumhofe abstaining, to approve the placement of Karen Gustafson on Unrequested Leave of Absence effective at the close of the 2008-2009 school year.

Motion by Hagert, second by Lee and carried unanimously by roll call vote, with Zumhofe abstaining, to approve the placement of Beth Jahn on Unrequested Leave of Absence effective at the close of the 2008-2009 school year.

Motion by Lee, second by Jepson and carried unanimously by roll call vote, with Zumhofe abstaining, to approve the placement of Beth Kesteloot on Unrequested Leave of Absence effective at the close of the 2008-2009 school year.

Motion by Hagert, second by Jepson and carried unanimously by roll call vote to approve the placement of Kathy Knutson on Unrequested Leave of Absence effective at the close of the 2008-2009 school year.

Motion by Jepson, second by Lee and carried unanimously by roll call vote, with Zumhofe abstaining, to approve the placement of Caroline Linden on Unrequested Leave of Absence effective at the close of the 2008-2009 school year.

Motion by Lee, second by Hagert and carried unanimously by roll call vote, with Zumhofe abstaining, to approve the placement of Jen Schwankl on Unrequested Leave of Absence effective at the close of the 2008-2009 school year.

Motion by Jepson, second by Lee and carried unanimously by roll call vote, with Zumhofe abstaining, to approve the placement of Kerri Shackelford on Unrequested Leave of Absence effective at the close of the 2008-2009 school year.

Motion by Hagert, second by Lee and carried to rescind the proposed placement of Peggy Kvam on Unrequested Leave of Absence.

Motion by Lee, second by Jepson and carried by roll call vote to rescind the proposed placement of Darlys Listul on Unrequested Leave of Absence.

Motion by Lee, second by Hagert and carried to accept the resignation of Lorraine Tebben from the food service department.

Motion by Jepson, second by Hagert and carried to approve the food service contract with Donna Craig.

Motion by Lee, second by Zumhofe and carried to approve bills for payment in the amount of \$429,134.73 with checks numbered 11425 through 11582 and to approve investments for the District.

Motion by Jepson, second by Hagert and carried to approve the contract with Karr Tuckpointing to complete work on the entire elementary building and the East elevation of the high school building.

Motion by Lee, second by Jepson and carried to renew our membership with Minnesota Rural Education Association for the 2009-2010 school year.

Motion by Zumhofe, second by Lee and carried to approve the FY09 revised budget, as presented.

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
General	\$9,449,797	\$9,447,200
Food Service	\$399,700	\$399,003
Community Ed.	\$302,977	\$342,078
Debt Redemption	\$78,400	\$75,390
<b>TOTAL</b>	<b>\$10,230,874</b>	<b>\$10,263,671</b>

Motion by Zumhofe, second by Lee and carried to approve the FY10 budget, as presented.

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
General	\$9,219,936	\$8,886,758
Food Service	\$393,400	\$406,197
Community Ed.	\$285,273	\$323,587
Debt Redemption	\$1,000	\$73,863
<b>TOTAL</b>	<b>\$9,899,609</b>	<b>\$9,690,405</b>

The possible sale or storage of archaic trophies was discussed.

#### Upcoming Events

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
Negotiation Session	June 22, 2009	YME Board Room	7:00 PM
Board Meeting	July 13, 2009	YME Board Room	7:00 PM
Board Meeting	August 10, 2009	YME Board Room	7:00 PM
MSBA Summer Seminar	August 13-14, 2009	Brooklyn Park, MN	

The meeting was adjourned by Chairman Volstad.

# Yellow Medicine East #2190

## Board Report

June 2009 (July A/P)

2008-09 Expenditures By Fund	Original 2008-09	Revised 2008-09	Year to Date Expenditures	Budget Balance	Percent Expended
General	9,369,272	9,447,200	9,285,490	161,710	98.29%
Food Service	403,003	399,003	386,528	12,475	96.87%
Community Service	317,547	342,078	306,025	36,053	89.46%
Debt Redemption	75,390	75,390	75,321	69	99.91%
Trust Fund	0	0		0	0.00%
<b>Total</b>	<b>10,165,212</b>	<b>10,263,671</b>	<b>10,053,364</b>	<b>210,307</b>	<b>97.95%</b>

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	100.00%
Contracted August-July	Principals	100.00%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	100.00%
12 Month Non-certified	Secretaries	100.00%
12 Month Non-certified	Custodians	100.00%
9 Month Non-certified	Assistants/Cooks	100.00%

\*\*\*\*\*

**Yellow Medicine East #2190  
Board Report  
July 2009**

2009-10 By Fund	Original 2009-10	Year to Date Expenditures	Budget Balance	Percent Expended
General	8,886,758	66,209	8,820,549	0.75%
Food Service	406,197	1,546	404,651	0.38%
Community Service	323,587	2,304	321,283	0.71%
Debt Redemption	73,863	4,181	69,682	5.66%
Trust Fund	0		0	0.00%
<b>Total</b>	<b>9,690,405</b>	<b>74,240</b>	<b>9,616,165</b>	<b>0.77%</b>

Year to date amounts include current month's accounts payables plus previous month's payroll.

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	0.00%
Contracted August-July	Principals	0.00%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	0.00%
12 Month Non-certified	Secretaries	0.00%
12 Month Non-certified	Custodians	0.00%
9 Month Non-certified	Assistants/Cooks	0.00%

**Liquid Asset Fund (Investments)**

Month End Cash Invested \$2,142,538.68

**Electronic Fund Transfers/LAF Checks**

From

6/17/2009	\$ 100,000.00	Board Accounts Payable	LAF
6/19/2009	\$ 150,000.00	Board Accounts Payable	LAF
6/22/2009	\$ -	Payroll (F&M Bank)	LAF
6/22/2009	\$ 284,955.59	Payroll (GF Bank direct deposits)	LAF
6/24/2009	\$ 103,000.00	Payroll Accounts Payable	LAF
6/10/2009	\$ 75.36	RevTrak Fees	LAF
6/24/2009	\$ 88,906.18	Federal Tax (Payroll)	LAF
6/23/2009	\$ 15,010.30	State Taxes (Payroll)	LAF
6/24/2009	\$ 8,170.31	ING (403B Payroll)	LAF
6/24/2009	\$ 1,486.38	Valic (403B Payroll)	LAF

<u>Certificate of Deposits</u>	<u>Amount</u>	<u>Due</u>	<u>Percent</u>
None			

CD's are included in Month End Cash Invested

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
12354	ACCESSORY LINES FOR MUSIC SPEC	07/13/2009	3183	FLAGS - MARCHING BAND	0	488.95	488.95
01 E 300 258 233 302 530				MUSIC/CAPITAL OUTLAY/EQUIPMENT PURCHASES/INSTRUMENTAL M		488.95	
12355	ADVOCATE TRIBUNE	07/13/2009	1	LEGALS	0	224.50	324.50
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		224.50	
			2		381	100.00	
01 E 005 790 721 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		100.00	
12356	AFFILIATED COMMUNITY MEDICAL C	07/13/2009	1		0	41.00	41.00
01 E 005 810 000 000 899				OPERATIONS AND MAINTENANCE//MISCELLANEOUS EXPENSE/		41.00	
12357	AMAZON.COM CREDIT	07/13/2009	1		0	19.60	19.60
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		19.60	
12358	AMERICAN WELDING AND GAS	07/13/2009	495073		0	64.00	64.00
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		64.00	
12359	CINDY ANDERSON	07/13/2009	1	DCL	0	17.60	17.60
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		17.60	
12360	ASSET RECOVERY CORPORATION	07/13/2009	6518438	RECYCLING SERVICES	0	469.20	469.20
01 E 005 860 000 347 305				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/PROFESSIO		469.20	
12361	Vendor Continued Void	07/13/2009					0.00
12362	BENNETT & BENNETT INC.	07/13/2009	1	ELEM FT	0	228.11	7,499.40
01 E 100 203 000 733 361				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU		228.11	
			10	BAND RENT	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			15	SUMMER SCHOOL	0	1,299.81	
01 E 005 760 000 721 361				PUPIL TRANSPORTATION/SUMMER SCHOOL TRANSP REG/BUS CONTR		1,299.81	
			18	BELVIEW	0	697.74	
01 E 005 760 000 728 361				PUPIL TRANSPORTATION/TO BOARD AND LODGING FACILITY/BUS		697.74	
			2	BAND	0	2,133.41	
01 E 300 298 233 733 361				EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE		2,133.41	
			22	MONTE	0	261.40	
01 E 005 760 000 713 361				PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTR. (XWKD T		261.40	
			3	TRACK	0	351.17	
01 E 300 292 219 733 361				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS		351.17	
			4	BASEBALL	0	96.99	
01 E 300 294 215 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR.		96.99	
			40	COMM ED	0	872.67	
04 E 500 505 000 321 361				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CON		872.67	
			6	FUEL	0	344.37	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		344.37	
			7	CLKFD. SHUTTLE	0	362.88	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		362.88	
			8	OUT OF DISTRICT	0	559.44	
01 E 005 760 000 713 361				PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTR. (XWKD T		559.44	
			9	MONTE	0	261.41	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		261.41	
12363	BENSON PUBLIC SCHOOLS ISD #777	07/13/2009	ITV	ITV FRENCH GLASS	0	2,230.57	2,230.57
01 E 300 230 129 310 391				FOREIGN/NATIVE LANGUAGES/COOPERATIVE/MN SCH DIST - REIM		2,230.57	
12364	BILL'S ELECTRIC	07/13/2009	1	AUD. LIGHTS	0	50.00	336.20

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		50.00	
			2	LAMPS	0	286.20	
01 E 005 810 000 000 899				OPERATIONS AND MAINTENANCE//MISCELLANEOUS EXPENSE/		286.20	
12365 BOUSHEK LEEANN		07/13/2009	1	MILEAGE	0	27.00	27.00
01 E 005 110 000 000 366				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		27.00	
12366 CDW GOVERNMENT, INC.		07/13/2009	PJS0928		0	314.25	804.24
01 E 200 612 000 000 450				TECHNOLOGY//MATERIALS PURCH FOR RESALE/		314.25	
			PKP2273	HP DESKTOP	94	489.99	
01 E 005 020 000 302 530				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/EQUIPMENT PURCHA		489.99	
12367 CENEX CREDIT CARD		07/13/2009	1		0	735.38	735.38
04 E 500 505 548 321 442				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O		735.38	
12368 CITY OF CLARKFIELD		07/13/2009	1		0	136.14	136.14
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		136.14	
12369 CITY OF GRANITE FALLS		07/13/2009	1	swr/wtr	0	2,253.49	8,533.28
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		2,253.49	
			2	elec	0	6,216.97	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		6,216.97	
			3	GARAGE	0	52.82	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		52.82	
			4	carpentry	0	10.00	
01 E 300 361 000 830 330				CARPENTRY/VOCATIONAL PROGRAMS/UTILITY SERVICES/		10.00	
12370 CONSUMERS COOPERATIVE OIL CO.		07/13/2009	1		0	28.88	28.88
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		28.88	
12371 COUNTRY FLORAL		07/13/2009	3956		320	395.25	395.25
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		395.25	
12372 CROWN AWARDS		07/13/2009	30930872		58	54.10	54.10
01 E 300 294 224 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/TENNIS		54.10	
12373 DAVE'S ELECTRIC CO		07/13/2009	1		0	24.95	36.20
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		24.95	
			2		0	11.25	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		11.25	
12374 EAP CONSULTANTS		07/13/2009	1	MONTHLY SVC. FEE	0	234.00	234.00
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		234.00	
12375 ECOLAB		07/13/2009	3268204		0	139.00	139.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		139.00	
12376 ECONOMART		07/13/2009	20002		0	11.97	11.97
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		11.97	
12377 ERIK SUEKER - JOSTENS		07/13/2009	09-1050		0	12.10	12.10
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		12.10	
12378 FRAN DEBAERE		07/13/2009	6319		0	275.00	275.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		275.00	
12379 FRONTIER TELEPHONE		07/13/2009	1		0	166.92	166.92
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		166.92	
12380 GRANITE FALLS AUTO PARTS		07/13/2009	147518		0	54.24	54.24
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		54.24	
12381 GREAT PLAINS NATURAL GAS CO		07/13/2009	1		0	266.89	1,082.02
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		266.89	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 000 000 440			2	OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/	0	683.88	683.88
01 E 005 810 000 000 440			20	OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/	0	131.25	131.25
12382 HILDI INC		07/13/2009	2160	ACTURAIAL VALUATION	0	4,150.00	4,150.00
01 E 005 010 000 000 305				BOARD OF EDUCATION//PROFESSIONAL FEES/		4,150.00	
12383 HILLYARD/HUTCHINSON		07/13/2009	7266618	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	84.16	133.77
01 E 005 810 000 000 410						84.16	
01 E 005 810 000 000 410			7266764	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	10.01	10.01
01 E 005 810 000 000 410			7267053	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	39.60	39.60
12384 IKON OFFICE SOLUTIONS		07/13/2009	5011757469	COPIERS 1-1-09 TO 6-30-09	0	2,970.00	1,422.33
01 E 005 020 000 000 350				SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		396.00	
01 E 100 203 000 000 350				ELEMENTARY GENERAL ED.//REPAIRS AND MAINTENANCE SVCS/		990.00	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		1,584.00	
01 E 300 211 000 302 580			79310351	SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS	0	-62.67	-62.67
01 E 005 020 000 000 350				CREDIT	0	-1,485.00	
01 E 100 203 000 000 350				3 MO. CR. ON COPIER		-198.00	
01 E 300 211 000 302 580				SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		-495.00	
				ELEMENTARY GENERAL ED.//REPAIRS AND MAINTENANCE SVCS/		-792.00	
				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS			
12385 JIM'S CLOTHING & SPORTING GOOD		07/13/2009	82019	SUMMER REC	0	34.25	34.25
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		34.25	
12386 JOHNSON CONTROLS		07/13/2009	906151343	OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	139.23	139.23
01 E 005 810 000 000 350						139.23	
12387 KLUKSDAL, DALLAS		07/13/2009	1	piano tuning	0	70.00	70.00
01 E 300 258 231 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/VOCAL MUSIC		70.00	
12388 KNAPPER, TIMOTHY		07/13/2009	1	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	63.69	63.69
04 E 500 505 000 321 450						63.69	
12389 LADNER'S HARDWARE		07/13/2009	1	OM	0	204.53	1,458.88
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		204.53	
01 E 005 810 191 000 410			2	MAINT.	0	1,096.73	1,096.73
01 E 005 020 000 000 401			3	DISTRICT OFFICE	0	127.76	127.76
				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		127.76	
01 E 200 612 199 000 401			4	KM	0	12.87	12.87
				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		12.87	
01 E 300 212 000 000 430			5	ART	0	16.99	16.99
				ART//SUPPLIES/		16.99	
12390 LANCER PARENT ORGANIZATION		07/13/2009	1	MARCHING UNIFORMS	0	1,400.00	1,400.00
01 E 300 258 233 302 530				MUSIC/CAPITAL OUTLAY/EQUIPMENT PURCHASES/INSTRUMENTAL M		1,400.00	
12391 LAWSON PRODUCTS, INC.		07/13/2009	8183676	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	255.50	255.50
01 E 005 810 000 000 410						255.50	
12392 MACCRAY SCHOOLS		07/13/2009	1	MUSIC INST. .5 (2 OF 2 PYMTS.- MACCRAY TRIP	0	14,274.99	14,274.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				TIME)			
01 E 300 258 233 000 391				MUSIC//MN SCH DIST - REIMBURSEMENT/INSTRUMENTAL MUSIC		14,274.99	
12393 MCCOY, KAREN		07/13/2009	1		0	124.65	124.65
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		124.65	
12394 MIDWEST PLAYSCAPES INC		07/13/2009	3915		377	446.87	3,048.71
09 L 230 94				TRUST FUND/DEFERRED REVENUE/BERT RANEY TRUST		446.87	
			3915-		0	778.72	
01 L 230 05				GENERAL FUND/DEFERRED REVENUE/BERT RANEY CCC (STDNT TEA		778.72	
			3915--		0	1,823.12	
01 L 230 69				GENERAL FUND/DEFERRED REVENUE/TARGET \$ (HINZ)		1,823.12	
12395 MN RIVER VALLEY EDUCATION DIST		07/13/2009	1	TRAINING m.	0	25.00	25.00
				LARSON			
01 E 200 219 000 317 366				LEP/COMPENSATORY/TRAVEL-SCHOOL BUSINESS/		25.00	
12396 MVCC		07/13/2009	1	FY09 PAYMENT	0	225,062.01	225,062.01
01 E 200 420 000 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		225,062.01	
12397 NELSEN'S CLEANERS & LAUNDERERS		07/13/2009	1		0	11.74	11.74
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		11.74	
12398 OFFICE MAX CONTRACT INC.		07/13/2009	967617		93	22.22	22.22
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		22.22	
12399 PEARSON EDUCATION		07/13/2009	4018351385		331	33.00	33.00
01 E 300 270 000 000 430				SOCIAL STUDIES-SCIENCES//SUPPLIES/		33.00	
12400 PETERSON, TERRI		07/13/2009	1	mileage to bank	0	76.87	76.87
01 E 005 110 000 000 366				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		76.87	
12401 PRAIRIE FIVE CAC		07/13/2009	1	MAY&JUNE	0	45.50	45.50
04 E 500 590 180 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		45.50	
12402 PROGRESS PUBLICATION		07/13/2009	414125		373	20.03	20.03
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		20.03	
12403 QUAD-STATE ASBESTOS REMOVAL		07/13/2009	JUNE 09	BERT RANEY	0	7,229.00	7,229.00
				209,217,219			
01 E 005 860 000 358 311				HEALTH & SAFETY EQUIP/ASBESTOS/PROFESSIONAL/TECHNICAL S		7,229.00	
12404 QUILL CORPORATION		07/13/2009	7508643		0	85.09	85.09
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		85.09	
12405 RILEY BUS SERVICE, INC.		07/13/2009	7415	new london	0	503.50	1,091.00
04 E 500 505 000 321 361				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CON		503.50	
			7421	PLYMOUTH	0	587.50	
04 E 500 505 000 321 361				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CON		587.50	
12406 RTS		07/13/2009	1	june	0	95.43	96.43
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		95.43	
			2	june	0	1.00	
01 E 025 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		1.00	
12407 RUTLEDGE DENINE		07/13/2009	1		0	127.76	127.76
01 E 300 211 130 000 366				SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/HOM		127.76	
12408 SOINE CONSTRUCTION		07/13/2009	421	SIDEWALK	0	935.00	935.00
01 E 005 850 000 302 511				FACILITIES/CAPITAL OUTLAY/SITE/GROUNDS IMPROVEMENT/		935.00	
12409 STATE OF MN PUBLIC SAFETY		07/13/2009	P0741000001265	INSPECTION- FIRE	0	3,421.50	3,421.50
				MARSHALL			
01 E 005 860 000 363 305				HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/		3,421.50	
12410 ALLEN L STOECKMAN		07/13/2009	1		0	71.55	71.55

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		71.55	
12411 SW/WC SERVICE COOP - MARSHALL		07/13/2009	25704	SERVS TRAINING	0	75.00	110.00
01 E 005 110 000 000 366				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		75.00	
			25830	H&S LEVY MTG.	0	25.00	
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		25.00	
			26008	WELDER TRAINING	0	10.00	
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		10.00	
12412 TECHNICAL SOLUTIONS OF MADISON		07/13/2009	2840	DOORS-CARD ACCESS	0	7,418.10	7,418.10
01 E 005 850 000 342 530				FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		7,418.10	
12413 THRIFTY WHITE DRUG		07/13/2009	1		0	9.27	9.27
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		9.27	
12414 VELDE SANITATION		07/13/2009	10	ATHLETIC BAGS	0	127.20	127.20
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		127.20	
12415 CINDY VELDE		07/13/2009	1		0	35.00	74.02
09 L 230 28				TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS CARD PROJEC		35.00	
			2		0	9.32	
04 E 500 590 157 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		9.32	
			3		0	29.70	
04 E 500 590 157 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		29.70	
12416 WEST CENTRAL TAE KWON DO		07/13/2009	MAY09	TAE KWON DO	0	242.40	242.40
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		242.40	
12417 WHERLEY MOVING & STORAGE INC		07/13/2009	12797		330	390.00	390.00
01 E 300 211 000 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/		390.00	
12418 XCEL ENERGY		07/13/2009	1		0	19.27	19.27
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		19.27	
12419 YME SCHOOL ACTIVITY ACCOUNT		07/13/2009	5431	ELEM- LEGIONVILLE	0	360.00	484.50
01 R 005 000 000 000 099				MISCELLANEOUS LOCAL REVENUE/		360.00	
			7701	DRAMA B- FINES	0	48.50	
01 R 005 000 000 000 099				MISCELLANEOUS LOCAL REVENUE/		48.50	
			7703	DRAMA B	0	76.00	
01 R 005 000 000 000 099				MISCELLANEOUS LOCAL REVENUE/		76.00	
12420 Vendor Continued Void		07/13/2009					0.00
12421 Vendor Continued Void		07/13/2009					0.00
12422 YME SCHOOLS-ADM		07/13/2009	1	JUNE INTEREST	0	-1.44	3,707.58
01 R 005 000 000 000 092				INVESTMENT EARNINGS/		-1.44	
			13007	Tanya Friese	0	30.00	
04 R 500 000 000 321 621				COMMUNITY EDUCATION/RESALE/		30.00	
			13008	Green Mill	0	501.57	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		501.57	
			13009	plymouth playhouse	0	717.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		717.00	
			13010	aarp	0	244.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		244.00	
			13012	j&l Bison Ranch	0	204.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		204.00	
			13013	mckales family rest.	0	238.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount		
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		238.00			
			13014	GLACIAL RIDGE ALPACAS	0	35.00			
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		35.00			
			13015	HINTERLAND VINEYARDS	0	102.00			
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		102.00			
			13016	BOBBI ENSTAD	0	30.00			
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		30.00			
			13017	ONLINE SPORTS	0	7.95			
01 E 300 298 202 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/WEIGHTLIFT		7.95			
			13018	VALLEY FAIR	0	1,537.50			
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		1,537.50			
			13019	HAZEL STRATMOEN	0	32.00			
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		32.00			
			13020	MOLLY VANDERHAR	0	30.00			
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		30.00			
12423 ZEP MANUFACTURING CO		07/13/2009	57345791		0	354.21	354.21		
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		354.21			
						70	Computer	Check(s) For a Total of	302,082.99

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	70	Computer	Checks For a Total of	302,082.99
Total For	70	Manual, Wire Tran, ACH & Computer Checks		302,082.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	302,082.99

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,835.84	483.06	291,296.62	294,615.52
02	FOOD SERVICE	0.00	0.00	36.69	36.69
04	COMMUNITY SERVICE	0.00	122.00	6,826.91	6,948.91
09	TRUST FUND	481.87	0.00	0.00	481.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
12354	ATLAS PEN & PENCIL CORP.	07/13/2009	100128643		9	95.21	95.21
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		95.21	
12355	BEST BUSINESS PRODUCTS	07/13/2009	929023	FY10 MAINT.	0	164.14	328.28
04 E 500 505 000 321 899				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MISCELL		164.14	
04 E 500 580 000 325 430			929023-	FY10 MAINT.	0	164.14	
				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		164.14	
12356	BOUSHEK LEEANN	07/13/2009	10	PRINTER CABLES	0	95.80	95.80
01 E 005 810 000 000 899				OPERATIONS AND MAINTENANCE//MISCELLANEOUS EXPENSE/		95.80	
12357	BRUFLAT PLUMBING & HEATING INC	07/13/2009	4709	SINKS, FAUCET,	0	4,141.00	4,329.11
01 E 005 850 000 302 522				URINALS			
				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		4,141.00	
01 E 005 850 000 302 522			4710	"	0	188.11	188.11
				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/			
12358	CDW GOVERNMENT, INC.	07/13/2009	DNG2407		50	503.40	677.98
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		503.40	
01 E 300 255 000 000 430			PN64451	INDUSTRIAL EDUCATION//SUPPLIES/	8	174.58	174.58
12359	CLASSROOM DIRECT/REPRINT	07/13/2009	206700687070		0	6.49	695.82
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		6.49	
01 E 100 203 402 000 430			206700687075	ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE	16	98.45	98.45
01 E 100 203 405 000 430			206700689741	ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE	23	99.72	99.72
01 E 100 203 000 000 430			206700693588	ELEMENTARY GENERAL ED.//SUPPLIES/	3	426.42	426.42
01 E 100 219 000 317 430			306700111887	LEP/COMPENSATORY/SUPPLIES/	19	64.74	64.74
12360	COUNTRYSIDE PUBLIC HEALTH	07/13/2009	1	LICENSE RENEWAL	0	477.16	477.16
02 E 005 770 000 701 899				FOOD SERVICES/SCHOOL LUNCH/MISCELLANEOUS EXPENSE/		477.16	
12361	CULLIGAN	07/13/2009	1		0	22.73	22.73
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		22.73	
12362	DELTA EDUCATION	07/13/2009	302500047466		8	295.29	295.29
01 E 100 203 406 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE		295.29	
12363	EMBARQ	07/13/2009	1		0	575.80	590.25
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		575.80	
01 E 610 050 000 000 320			2	PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/	0	14.45	14.45
12364	ENCHANTED LEARNING, LLC	07/13/2009	90702-1211360		45	125.00	125.00
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		125.00	
12365	EVAN-MOOR	07/13/2009	888408		0	24.99	24.99
01 E 100 203 404 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE		24.99	
12366	FOLLETT EDUCATIONAL SERVICES	07/13/2009	517224A		12	247.16	247.16
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		247.16	
12367	FRONTLINE	07/13/2009	1	FY10 SUB SYSTEM	0	3,184.02	3,184.02
01 E 005 010 000 000 305				BOARD OF EDUCATION//PROFESSIONAL FEES/		3,184.02	
12368	GREAT PLAINS SPORTS	07/13/2009	702371	FB JERSEYS	0	3,918.00	3,918.00
01 E 300 294 227 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/UNIFORMS		3,918.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
12369	HAMMOND & STEPHENS	07/13/2009	893407		37	115.56	115.56
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		115.56	
12370	HEINEMANN EDUCATIONAL BOOKS	07/13/2009	1		2	8,108.51	8,242.70
01 E 100 204 000 414 430				TITLE II EISENHWOER/TITLE II ESEA/SUPPLIES/		8,108.51	
01 E 100 203 406 000 430			3679895	ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE	5	72.48	
01 E 100 201 000 000 430			3680608	KINDERGARTEN//SUPPLIES/	22	61.71	
12371	HILLYARD/HUTCHINSON	07/13/2009	2894241	FLOOR MACHINE	0	1,587.75	6,375.92
01 E 005 810 000 302 530				OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/EQUIPMENT PUR		1,587.75	
01 E 005 810 000 000 410			2902755	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	4,407.06	
01 E 005 810 000 000 410			2926203	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	376.50	
01 E 005 810 000 000 410			7269548	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	88.77	
01 E 005 810 000 000 410			8117351	credit for brush OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	-84.16	
12372	HM RECEIVABLES CO., LLC	07/13/2009	944279908		34	1,784.70	1,784.70
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		1,784.70	
12373	IKON OFFICE SOLUTIONS	07/13/2009	5011757469A	COPIER 7-1-09 TO 12-31-09	0	2,970.00	7,482.00
01 E 005 020 000 000 350				SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		396.00	
01 E 100 203 000 000 350				ELEMENTARY GENERAL ED.//REPAIRS AND MAINTENANCE SVCS/		990.00	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		1,584.00	
01 E 300 620 000 302 580			79780444	RENT COPIERS EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE	0	1,015.20	
01 E 300 211 000 302 580			79780444-	RENT COPIERS SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS	0	1,015.20	
01 E 100 203 000 302 580			79780444---	RENT COPIERS ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI	0	1,579.20	
01 E 005 020 000 302 580			79780444----	RENT COPIERS SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR	0	902.40	
12374	Vendor Continued Void	07/13/2009					0.00
12375	INNOVATIVE OFFICE SOLUTIONS	07/13/2009	8990605		6	34.73	344.68
01 E 100 203 406 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE		34.73	
01 E 100 203 403 000 430			8990607-1	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	0	28.99	
01 E 100 203 403 000 430			8990607-2	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	11	53.76	
01 E 100 203 404 000 430			8990608-1	ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE	0	103.35	
01 E 100 203 404 000 430			8990608-2	ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE	17	24.99	
01 E 100 203 113 317 401			8990609	ELEMENTARY GENERAL ED./COMPENSATORY/GENERAL SUPPLIES/RE	24	81.49	
01 E 100 203 405 000 430			8990610	ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE	0	17.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
12376	ISCORP	07/13/2009	638216		0	97.75	391.00
01 E 100 203 000 000 350				ELEMENTARY GENERAL ED.//REPAIRS AND MAINTENANCE SVCS/		97.75	
			638216-		0	97.75	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		97.75	
			638446		0	195.50	
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
12377	JOHNSON CONTROLS	07/13/2009	61632110	MAINT. AGREEMENT	0	5,125.00	5,125.00
01 E 005 810 810 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		5,125.00	
12378	KID SOUNDS	07/13/2009	5166		32	421.12	421.12
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		421.12	
12379	LAKESHORE LEARNING MATERIALS	07/13/2009	114287		29	633.76	633.76
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		633.76	
12380	MASA	07/13/2009	1	DUES	0	1,178.00	1,178.00
01 E 005 020 000 000 820				SUPERINTENDENT'S OFFICE//DUES & MEMBERSHIPS/		1,178.00	
12381	MCGRAW-HILL	07/13/2009	47589750001		13	22.03	22.03
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		22.03	
12382	MINNESOTA ELEVATOR, INC.	07/13/2009	164455		0	319.84	319.84
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		319.84	
12383	MN JH SCHOOL MATH LEAGUE	07/13/2009	1		0	130.00	130.00
01 E 300 298 240 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/MATH LEAGU		130.00	
12384	MINNESOTA SCHOOL BOARD ASSOC.	07/13/2009	7863	dues & policy renewal	0	3,765.00	3,765.00
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		3,765.00	
12385	MN STATE HS MATH LEAGUE	07/13/2009	1	FY10 MEMBERSHIP	0	500.00	500.00
01 E 300 298 240 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/MATH LEAGU		500.00	
12386	MUSIC MART	07/13/2009	90900-		0	811.35	811.35
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		811.35	
12387	MUSIC STREET	07/13/2009	1	cleanings	12	700.00	700.00
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		700.00	
12388	NATIONAL GEOGRAPHIC SCHOOL PUB	07/13/2009	285616		18	144.92	144.92
01 E 100 219 000 317 430				LEP/COMPENSATORY/SUPPLIES/		144.92	
12389	NORTHWEST EVALUATION ASSOC.	07/13/2009	22891		0	5,575.50	5,575.50
01 E 100 712 000 000 461				ELEMENTARY GUIDANCE/COUNSELING//STANDARDZED TESTS/		5,575.50	
12390	OFFICE MAX CONTRACT INC.	07/13/2009	250533		95	102.50	140.10
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		102.50	
			513689		4	37.60	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		37.60	
12391	PLANK ROAD PUBLISHING, INC.	07/13/2009	09-033658		26	48.45	155.70
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		48.45	
			09-033714		0	107.25	
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		107.25	
12392	REALLY GOOD STUFF	07/13/2009	2571589		0	133.73	133.73
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		133.73	
12393	RENAISSANCE LEARNING	07/13/2009	"		0	1,049.49	2,098.99
01 E 100 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		1,049.49	
			RPRNQ437033		0	1,049.50	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		1,049.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
12394	RENEW CENTER 01 E 200 206 000 433 401	07/13/2009	61609-3	DRUG FREE \$ FED./DRUG F SCH/GENERAL SUPPLIES/	379	113.50 113.50	113.50
12395	RUTLEDGE DENINE 01 E 300 211 130 317 366	07/13/2009	2	SECONDARY EDUCATION GENERAL/COMPENSATORY/TRAVEL-SCHOOL	0	68.80 68.80	68.80
12396	SOUTHWEST WHOLESALE 02 E 005 770 000 701 401	07/13/2009	1	FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/	0	468.60 468.60	468.60
12397	SPECIAL SYSTEMS INC. 01 E 005 860 000 363 305	07/13/2009	31487	MAINT. 09-10 HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/	0	1,070.00 1,070.00	1,070.00
12398	STUDY ISLAND 01 E 300 710 000 000 461	07/13/2009	106620	math, reading, science COUNSELING/GUIDANCE//STANDARDZED TESTS/	0	1,833.50 1,833.50	1,833.50
12399	SUBSCRIPTION SVCS OF AMERICA 01 E 100 203 406 000 430	07/13/2009	3624-440-00	ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE	7	32.52 32.52	765.65
01 E 300 620 000 000 489			9125190	EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS/	1	733.13 733.13	
12400	SUPREME SCHOOL SUPPLY 01 E 100 203 000 000 430	07/13/2009	490485	ASSIGNMENT BOOKS ELEMENTARY GENERAL ED.//SUPPLIES/	38	721.83 721.83	890.33
01 E 300 211 000 000 430			490582	SECONDARY EDUCATION GENERAL//SUPPLIES/	6	168.50 168.50	
12401	SW/WC SERVICE COOP - MARSHALL 01 E 005 010 000 000 820	07/13/2009	26097	FY10 DUES BOARD OF EDUCATION//DUES & MEMBERSHIPS/	0	1,598.15 1,598.15	1,748.15
01 E 005 010 000 000 820			26097-	FY10 PURCHASING BOARD OF EDUCATION//DUES & MEMBERSHIPS/	0	150.00 150.00	
12402	TEACHER DIRECT 01 E 100 203 403 000 430	07/13/2009	P43360870001	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	10	33.70 33.70	33.70
12403	TEAM LABORATORY CHEMICAL CORP. 01 E 005 810 191 000 410	07/13/2009	78836	WEED KILLER OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	809.95 809.95	809.95
12404	TECH CHECK 01 E 200 612 000 302 555	07/13/2009	13258	FIRST CLASS TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	0	1,210.48 1,210.48	1,210.48
12405	TIME FOR KIDS 01 E 100 203 405 000 430	07/13/2009	116719624-	ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE	28	132.60 132.60	265.20
01 E 100 203 403 000 430			116719624-1	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	14	132.60 132.60	
12406	TLC LESSONS 01 E 100 201 000 000 430	07/13/2009	6172	KINDERGARTEN//SUPPLIES/	20	111.00 111.00	111.00
12407	US BANK TRUST 07 E 005 910 000 000 720	07/13/2009	JULY09	INTEREST DEBT REDEMPTION//BOND INTEREST/	0	4,181.25 4,181.25	4,181.25
12408	VELDE SANITATION 01 E 005 810 000 000 330	07/13/2009	1	OPERATIONS AND MAINTENANCE//UTILITY SERVICES/	0	1,092.57 1,092.57	1,092.57
12409	WEST CENTRAL TRIBUNE 01 E 100 620 000 000 489	07/13/2009	177825413	SUBSCRIPTION EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS/	0	159.03 159.03	159.03
12410	Vendor Continued Void	07/13/2009					0.00
12411	YME SCHOOLS-ADM 02 E 005 770 000 701 366	07/13/2009	13011	ANETTE HENDRICKX DEROUN FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/	0	600.00 600.00	3,040.79
04 E 500 505 000 321 450			5244	ERICKSON'S PETTING ZOO COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	145.00 145.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
04 E 500 505 000 321 450			5245	CASEY'S AMUSEMENT COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	406.00 406.00		
04 R 500 000 000 321 050			5246	TANYA FRIESE COMMUNITY EDUCATION/FEES FROM PATRONS/	0	40.00 40.00		
01 E 005 110 000 000 899			5247	VISA- FRANKLIN COVEY ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/ PRINCIPAL'S OFFICE//GENERAL SUPPLIES/	0	71.79 32.23 39.56		
01 E 005 810 000 000 899			5248	DEPT. OF PUBLIC SAFETY OPERATIONS AND MAINTENANCE//MISCELLANEOUS EXPENSE/	0	25.00 25.00		
04 E 500 505 000 321 450			5249	CHANHASSEN COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	1,753.00 1,753.00		
						58 Computer	Check(s) For a Total of	79,560.90

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	58	Computer	Checks For a Total of	79,560.90
Total For	58	Manual, Wire Tran, ACH & Computer	Checks	79,560.90
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	79,560.90

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	71,161.61	71,161.61
02	FOOD SERVICE	0.00	0.00	1,545.76	1,545.76
04	COMMUNITY SERVICE	0.00	40.00	2,632.28	2,672.28
07	DEBT REDEMPTION	0.00	0.00	4,181.25	4,181.25

# PROJECT DEVELOPMENT AGREEMENT (P.D.A.)

Yellow Medicine East Schools  
 450 Ninth Avenue  
 Granite Falls, MN 56241

Energy Services Group  
 1001 Twelve Oaks Center Drive, Suite 1003  
 Wayzata, Minnesota 55391

Energy Services Group (ESG) agrees to undertake a detailed Comprehensive Facility Analysis of Yellow Medicine East Schools' facilities:

Facility	Location	Square Footage
Yellow Medicine East High School	450 Ninth Ave. - Granite Falls, MN	179,423
Bert Raney Elementary School	555 Seventh Ave. - Granite Falls, MN	64,970
<b>Totals</b>		<b>244,393</b>

This analysis will determine the energy consumption and operational characteristics of the facilities and will identify the energy efficiency measures, facility improvements, utility procurement alternatives and operating and efficiency procedures that will reduce Yellow Medicine East Schools' energy and operating costs.

Yellow Medicine East Schools intends to negotiate a contract with ESG in good faith and will execute a contract if ESG can provide the necessary documentation to meet the following objectives:

1. Provide a list of specific energy efficiency measures, indoor air quality improvements, deferred maintenance, ventilation needs and other facility improvements that ESG proposes to implement.
2. Provide a description of the operating and maintenance procedures that will reduce the energy and operating costs of the facilities.
3. Identify the energy and operating costs that will be saved by the proposed improvements and procedures at the facilities.
4. Identify any alternative utility procurement strategies that will reduce the unit cost of utilities at the facilities.
5. Identify the costs for implementing the proposed improvements and procedures recommended.
6. Assist the District in developing an Indoor Air Quality plan including providing the technical and financial information required by MDE for the use of Health and Safety/Alternative Facility Bonding and Levy programs.
7. Provide a cash flow analysis that identifies how the cost for the recommended energy conservation program will be paid for with energy and operating savings and how the ventilation system upgrades will be funded through the Health and Safety/Alternative Facility Bonding and Levy program.

If ESG is unable to deliver a report that meets the aforementioned objectives, Yellow Medicine East Schools will have the option to cancel this agreement with ESG and will incur no cost. If ESG is able to deliver a report that does meet the aforementioned objectives and Yellow Medicine East Schools elects not to enter into an agreement with ESG, Yellow Medicine East Schools will be obligated to reimburse ESG at the rate of \$29,327 (twenty nine thousand three hundred twenty seven dollars) for the costs they incurred performing the Comprehensive Facility Analysis (\$0.12 per square foot reflecting a 10% service cooperative discount).

If after reviewing ESG's final Comprehensive Facility Analysis report, Yellow Medicine East Schools enters into an agreement with ESG to implement the proposed recommendations, the actual cost for the Comprehensive Facility Analysis will be rolled into the total program cost.

---

<b>Yellow Medicine East Schools</b>	<b>Date</b>	<b>Energy Services Group</b>	<b>Date</b>
-------------------------------------	-------------	------------------------------	-------------



## Activity Fee Proposals

<b>Item</b>	<b>2008-2009 Fees</b>	<b>Recommended 2009-2010 Fees</b>
Activity Pass K-6	\$17	\$25
Activity Pass 7-12	\$25	\$25
Activity Pass Adult	\$50	\$70
Activity Pass Student Family Max	\$65	\$75
Athletic Activity Fee 7-8	\$50	\$50
Athletic Activity Fee 9-12	\$70	\$80
Fine Arts Activity Fee 7-12		\$30

# Student Handbook



**Yellow Medicine East High School**  
**450 9<sup>th</sup> Ave., Granite Falls, MN 56241**  
Ph: 320-564-4083, ext. #5

**Pg-1**

## **PRINCIPAL'S LETTER**

### **YME Welcomes you to 2009-2010!**

Welcome to Yellow Medicine East High School. YME is a great school offering you many opportunities in the classroom and in co-curricular activities. You will reap the benefits by actively engaging in learning. It is important that you attend each and every day and that you get involved in activities that you enjoy and challenge you. Our staff looks forward to working with you. Please take some time to read through this handbook. It is designed to guide you towards success. Have a great school year!

Karen A. Norell, HS Principal

### **DISTRICT MISSION STATEMENT:**

*The mission of the Yellow Medicine East School District is to create opportunities for all individuals to be successful in an inclusive environment where lifelong learning is nurtured.*

### **NONDISCRIMINATION POLICY STATEMENT:**

The Yellow Medicine East School District is committed to a policy of nondiscrimination in relation to race, color, creed, age, religion, national origin, sex, and marital status, status with regard to public assistance and/or disability. Violations should be reported to the High School Principal and/or Superintendent of Schools.

### **ACCESS TO SCHOOL RECORDS:**

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the High School Principal who will arrange for the records to be reviewed.

The district discloses directory information from student records. Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight,

height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the high school principal by **September 15** of each year.

**ADVISORY- SCHEDULE:**

Advisory (Homeroom) will meet every day at the end of the school day. Generally this is a directed study time for students to complete and organize homework. The time offers Advisors time to help students maintain accurate records and to help students stay focused on school. This period also allows for FREE READ—time to read materials of interest to students and further develop their reading skills. YME encourages students to have a novel with them at all times and to use any open time to develop their reading interest and fluency.

**ATTENDANCE:**

Regular attendance at school is considered one of the most important educational issues for all students. YM East High School operates under the guidelines as stipulated by the State of Minnesota. State Compulsory Attendance Law requires regular school attendance by all persons under the age of sixteen and for those over 16 who have not officially withdrawn from school. Students between the ages of 16-18 must have a parent signature authorizing them to withdraw from school. Forms are available in the office. WE DO NOT ENCOURAGE ANY STUDENT TO DROP OUT-access other programs, seek assistance before you make a decision that will affect your entire life. Violation of the attendance law is “truancy” and will result in referral to the County Attorney for prosecution. **NCLB legislation calls for students to be in school 90% of the time.** YME has a very strict attendance policy in hopes of helping students be successful.

**ATTENDANCE GUIDELINES:**

1. If a student must be absent from school, it is the parent's responsibility to report such absence with a **phone call** (320-564-4083 ext. 100) to the office.
2. Upon return to school the student should bring a note to the high school office and secure an "Admit to Class". Students with excused absences will have 2 days to make up the work missed.  
**STUDENTS WILL NOT BE ADMITTED TO CLASS WITHOUT A WHITE SLIP!**

**\*Excused absences:**

Personal illness.  
Doctor/Dentist  
Family emergencies  
School sponsored activities  
Pre arranged appointments  
Religious observations  
Orders of the court

**\*Unexcused:**

Oversleep  
Missed the bus  
Personal appts. i.e. tanning,  
Haircuts  
No notes/parent verifications

\*The Principal and/or designee reserve the right to determine an excused from an unexcused. Notes/Calls after 3 days will generally NOT be accepted and will be considered unexcused. Advisors will review attendance weekly with students. **AU's will need to be cleared weekly or will result in "grade deducts"**.

\*\*\*AU's will need to be cleared weekly or will result in grade deducts. Teachers will do makeup with students after school in a detention setting to "make up" the unexcused absences. Students will have one week from the absence to clear it up—if time is not made up within this time frame the AU will result in a grade deduct. NOTE: 8 unexcused absences in a quarter from a class, regardless of makeup, are grounds for NO CREDIT and a reassignment to study hall. Arriving after 10 minutes will be recorded as an absence—make sure you check in to the high school office for a "late slip" if you are arriving after ten minutes for any class period.

**18 Year olds WILL NOT be allowed to write their own notes. ONLY Parent notes will be accepted for verification of absences. Our district adheres to the "reasonable set of rules to govern students under 21".**

**ATTENDANCE PROCEDURES:**

**\*YM EAST believes that there is NEVER a reason for an unexcused absence, thus violations result in consequences. Rule 1: verify your absence!**

1. YME will adhere to the NCLB guidelines regarding 90% attendance. This means that **8 UNEXCUSED** absences (per quarter) will be grounds for NO CREDIT in a course. (A conference with the HS Principal will be held to determine denial of credit.) Excessive absence (in excess of 16)—excused or unexcused may result in NO CREDIT. A student will need to appeal to the attendance committee if they have extenuating circumstances that warrant re-instatement of the course credit. *\*Students that are absent for a prolonged period of time due to illness and/or family emergencies should contact the HS Principal and request tutorial assistance and a waiver of the time constraints.*
2. Students with an unexcused absence are not entitled to receive credit for work missed. Students will make-up "unexcused" absences hour for hour OR have a grade deduct of 1/3 point per unexcused absence. i.e. C+ with 2 unexcused absences, grade will be C- unless time is made up. Work missed will not be made up. Saturday school is 30 minutes for each hour of unexcused time. Detention after school will be 45 minutes (3:00—3:45).
3. Students should be on time to class. If you are detained by a teacher/staff member make sure to have them record in your planner that you are excused—reporting late/tardy to class without a verified signature is an unexcused tardy. Students may have "one" free tardy per class—total of seven (7) per quarter—without penalty. On the 8<sup>th</sup> tardy during a quarter a student will need to "make up" time via detention after school.

4. Students that have a pattern of unexcused absences and are not able to remedy the problem with school interventions will be referred to county officials for truancy. YME will make every effort to work with parents and students regarding extenuating circumstances. Keeping a child home without due cause and/or a child refusing to attend school is against the law. Law Enforcement and Family Services will be notified and YME will comply with court orders and/or out of home placement if warranted by the court.
5. Unexcused absences from advisory or study hall will require "hour for hour" detention in order for grades to be released. A student should make up the time in a timely manner. (A student will have two weeks after each quarter to re-instate grades or grades will be recorded as NC.)

***Note that the State law regarding truancy provides that school officials are MANDATED reporters and must report patterns of absence that indicate issues of neglect and/or abuse.*** Minnesota has COMPULSORY ATTENDANCE meaning students are to be in school on a regular basis. Yellow Medicine County has CIRCLE sentencing meaning a student may be referred to the Circle before being referred to court. YME Social Workers will be working with students and parents regarding a referral to Circle.

**DAILY ATTENDANCE & PARTICIPATION IN AFTER SCHOOL ACTIVITIES:**

1. Students unexcused from any hour in the school forfeit their participation in that day's co-curricular activity.
2. Students must be in attendance four (4) consecutive hours in order to participate in that day's activity. Pre-excused absences will allow participation.

***Students must have their passbook with them in the hallways/ NO SIGNED PASS IN THE PLANNER-NO TRAVEL!***

**MAKE UP POLICY:**

- a. Any absences except unexcused absences will require a student to make up work missed.
  - b. Daily work must be made up within 2 days of the students return.
  - c. The student is responsible for making arrangements to initiate make up work.
  - d. Previously announced projects or tasks are due upon return to school.
- \*The school reserves the right to request verification on all calls and notes along with the authority to determine the classification of an absence as excused or unexcused

**\*YME uses a call back message machine each day to inform parents of attendance information.**

**OUT OF BUILDING PASS:**

To leave the building during the school day, a student will need an out of the building pass (blue). Students should check out through the Principal's Office by bringing a note from their parent and signing out. Upon return from the appointment the student should check back in at the office.

**ATTENDANCE APPEALS PROCESS:**

A student may appeal the attendance sanctions by filing a written appeals form (available in the office) with the HS Principal. A committee made up of administration, teachers, parents (when possible), and students will review the appeal data.

*We are what we repeatedly do.  
Excellence, then, is not an act but a habit.  
Aristotle*

**ATTENDANCE ON DAYS OF CO-CURRICULAR ACTIVITIES OR PRACTICES:**

*NOTE: Students must be in school for four (4) consecutive periods in order to practice and/or participate in a co-curricular event. This includes drama, music, school-sponsored activities, and sports activities. Students that "skip" any portion of the*

day will not be allowed to practice or play. The four consecutive hours pertains to attendance day plus "excused" or prearranged absences. The MSHSL rules stipulate, "Students must be in compliance with school and community rules."

**ACADEMIC REQUIREMENTS:**

**Graduation Requirements:**

Students eligible for graduation must have a minimum of **24 credits in grades 9-12. Each semester course is worth .5 credit.** The following requirements must be met:

- a. **8 semesters** of English and Social Studies (includes two semesters each of Am. History and Geography)
- b. **6 semesters** of Mathematics.
- c. **6 semesters** of Science
- d. **2 semesters** of Physical Education.
- e. **1 semester** of Health.
- f. **1 semester** of Computers 9. [**•Computer 9 meets .5 Media Arts. Student must take an additional .5 Arts (performing, visual or media.)**]
- g. Arts (1 semester) to meet State Standards.

**7TH & 8TH GRADERS ARE REQUIRED TO PASS CORE CLASSES. Failing two or more core classes in semester two will result in RETENTION at grade level unless the Principal approves summer school.**

\*Regular attendance in special programs may be substituted when approved by the Bd. of Education.

\*Seniors must carry 6 credits in their senior year to be eligible for graduation (this is 6/7 class hours even though PSEO courses may carry a weight other than .5)

\*HS students in PSEO programs must pass the equivalent of 40 qtr. hours or 24 sem. hours to meet a full year of H.S. requirement.

\*Students must meet the MCA II-Grad standards in Writing, Reading, and Mathematics

\*YM East graduates will be held to the MN. Standards as determined by the Dept. of Education.

\*Band and Choir credits apply towards graduation.

\*NOTE: Students are required to take 6/7 classes per semester. They may opt for a 7th course. ALL students will have an assigned Advisor.

7th & 8th Graders will have quarter EXPLORE classes to introduce them to electives offered in high school. These are 9-week classes. 7<sup>th</sup> graders who need support instruction in Reading will be assigned READ 180 during the explore hour. Students are assigned to READING based on their NWEA scores, MCA scores, and by Teacher recommendation.

### **ACTIVITY TICKETS:**

Each student will have an opportunity to purchase an activity ticket in the Activities Office. This ticket admits students to all home athletic contests, except tournaments and playoffs. They cannot be used at away events nor do they include student dances or special events. Activity passes will not admit students/adults to drama productions—tickets must be purchased for these activities.

*\*Fees subject to change by School Board action.*

### **ACTIVITY FEES:**

Students participating in co-curriculars will be assessed a fee. WE THINK IT IS EXTREMELY IMPORTANT FOR STUDENTS TO PARTICIPATE IN ACTIVITIES-IF FEES ARE KEEPING YOU FROM PARTICIPATING, COME AND SEE MS. NORELL-we **WILL** work something out. Payment should be made in the ACTIVITY OFFICE. If you need information contact Mr. Knapper, Activities Director phone: 320-564-4084.

### **ANNOUNCEMENTS**

Student announcements are given each school day via the intercom. They are also posted throughout the building. Announcements will be made at other times during the day as determined by the HS Principal.

*"I know of no more encouraging fact than the unquestionable ability of man to elevate his life by conscious endeavor."*

*Henry David Thoreau*

**MCA-II TESTING:**

Students (Class of 2010 and beyond) are required to meet standard in the MCA-II Reading, Writing and Math. Writing is given in the 9<sup>th</sup> grade year, Reading in the 10<sup>th</sup> grade year, and Math in the 11<sup>th</sup> grade year.

**BUS RULES:**

Students riding on buses are expected to conduct themselves in a mannerly fashion. The driver is in full charge of the bus and the students riding in it. The bus driver will handle any behavior issues happening on the bus. Serious misconduct will result in bus riding privileges being revoked and referral to the Principal for further disciplinary action. Remember: Riding the bus is a privilege!

**CLASSROOM EXPECTATIONS:**

- A. Respect yourself and others.
- B. Be prepared.
- C. Use time wisely. Your planner should be with you at all times and you should be using it on a regular basis.
- D. Be on time.
- E. Be responsible for yourself.

***\*Your planner must remain intact in order for you to use pass privileges. An incomplete planner is not an acceptable pass. Replacement planners will cost you \$5.***

**COUNSELING & GUIDANCE:**

A Counselor is available to assist students with academic and personal needs. The office is located near the HS Principal's Office. Our Counselor is here part-time; please check with the office to access services.

**WEATHER EMERGENCY INFO:**

In case of an emergency, such as school closing, late starts, canceled athletic events, etc, listen to the following radio stations:

KDMA-Montevideo	KDJS-Willmar	KKRC-Granite Falls
WCCO-Minneapolis	KMHL-Marshall	KLGR-Redwood

**DISCIPLINE GUIDELINES:**

It is the position of the YM East High School that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop their fullest potential. The following school board policies apply district wide:

**I. RULES OF CONDUCT**

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assault
- e. Threats and Disruptions
- f. Dangerous, Harmful, and Nuisance Substances and Articles
- g. Failure to Identify One-self
- h. Violation of federal, state, and local law
- i. Willful conduct which disrupts others to an education.
- j. Willful conduct that endangers school employees, the pupil, or other pupils.
- k. Violation of bus or transportation rules.
- l. Violation of parking or school traffic rules.
- m. Distribution of slanderous, libelous, or pornographic material.
- n. Willful violation of any rule of conduct established in this discipline policy.

- o. Serious misconduct that interferes with the legal and personal right of others in the school or at related school activities.
- p. Insubordination.
- q. Falsification of records or signatures.

## **II. PROGRAM DISCIPLINARY PLAN**

Disciplinary action may include but is not limited to:

- \*Student Conference
- \*Meeting with the Teacher, Counselor, or Principal
- \*Parent contact by telephone or mail
- \*Detention
- \*Loss of school privileges
- \*Parental conference with school staff
- \*Modified school program or alternative programs
- \*Removal from class
- \*Out of School Suspension under Pupil Fair Dismissal
- \*Exclusion under Pupil Fair Dismissal Act
- \*Referral to in-school support services
- \*Referral to community services or outside agency services
- \*Referral to police or other law enforcement agencies for criminal action
- \*Petition to County Court for juvenile delinquency adjudication
- \*Any/All appropriate action, which is appropriate to the circumstances

## **III. SEVERE BEHAVIORS**

Students displaying the behaviors below may incur expulsion from school and/or serious legal consequences:

- A. Possession of a firearm and/or other weapons
- B. Possession of drugs and/or drug paraphernalia
- C. Under the influence of alcohol or drugs
- D. Harassment
- E. Fighting
- F. Conduct, which threatens, or harms staff property or person
- G. Behavior that disrupts the learning environment

The police may be called to assist Administration in investigating allegations and/or charges for the above offenses. Minimum consequences will be suspension from school.

*"We do want to take charge of ourselves." Descartes*

**DETENTION:**

Detention in the high school can be assigned and supervised by classroom teachers as needed. Office assigned detention will be served after school on Tuesday/Thursday as determined by the Principal. It is assigned by the Principal and supervised by Staff. Detention will be AFTER SCHOOL 3:00-3:45 p.m. Students are responsible for their own transportation-sports/activity shuttle is not an option. Failure to serve assigned detention in a timely manner may result in suspension from school.

**SATURDAY SCHOOL:**

Students will have the option of making up detention on Saturday morning as determined by the Principal. (8:00 a.m.- 12:00 p.m.)

**CHEATING:**

Paper taken away. NO CREDIT given on assignment. Parent (s) will be notified. Note: A student's grade will be affected. Copying other people's work is plagiarism and is considered cheating. Students should make every effort to refrain from passing off others work as their own.

**THEFT or VANDALISM:**

Police will be notified and charges filed. Parent/Student are responsible for restitution. Student is subject to Fair Dismissal Act. Students that check out laptop computers are responsible for bringing them back in working order-students will be assessed fines and fees to cover damage.

**HARASSMENT:**

YM East practices NO TOLERANCE in regards to behaviors that result in acts that injure, degrade, or disgrace others. Students

who engage in these types of behavior will have serious disciplinary actions invoked.

**SAFETY:**

YM East endeavors to create a safe environment. Weather emergency drills will be practiced along with lock down drills and safety evacuation drills. Students who endanger others subject themselves to the full disciplinary sanctions allowed under school policy and law enforcement. Routine and random searches will be conducted regarding contraband.

**COMPUTER & TECHNOLOGY USE POLICY:**

Yellow Medicine Schools have implemented a USE policy regarding student and staff use of computer technology and communications. Students and parents will review this policy at pre conferences in August. Proper use of equipment and access to appropriate sites is foremost in enforcing this policy. Students use privileges will be revoked for misuse. *(Check the Cyberbullying legislation regarding use of technology.)*

**CYBERBULLYING:**

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teachers, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

**LOCKERS:**

A hall locker will be assigned for books and outer clothing. Lockers remain the property of YM East Schools and are subject to periodic search. Students should not keep valuables in their lockers. YM East Schools assumes no liability for theft from lockers. Students are expected to use lockers properly. Report any damages to the office so repairs can be made promptly.

### **STUDY HALLS:**

The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. (504, Hispanic Students, and Native Students MUST have a pass to leave the study area for individual assistance with the Liaisons). Students on an IEP will receive resource credit and be assigned to a Special Needs Teacher. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. Students that have unexcused absences from study hall are expected to make up ALL of the time before grades will be released.

### **SMOKING and TOBACCO USE:**

It is against the law for students to possess or use tobacco products. Students will be referred to the police via a written "police tag" if observed using. (Note School Staff are mandated reporters and must report violations to the police-tags will be issued.) If caught in possession or using on school grounds students will be suspended from school and upon return will complete a health packet. Items will be confiscated and turned over to the police along with a written citation/tag. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using or in possession.)

### **DRESS CODE**

Students are expected to show good judgment in dress and grooming at all times. Students should practice good hygiene by showering and brushing their teeth regularly. Clothes should be clean and **FIT** properly. The following standards are expected:

\*Hats, caps, hoods, and scarves are not allowed to be worn in the building

\*Offensive clothing with lewd or suggestive logo, alcohol & tobacco advertisements, drug logos, gang related colors, etc. should not be worn.

\*Clothing must cover the midriff, chest, shoulders & back, and buttocks when seated or standing (SLEEVES are highly suggested so as not to raise concern.)

\***Undergarments should remain undergarments** bra straps, underwear, thongs, etc. need to be covered by an outer garment

\*"Sagging" pants **should not** show or reveal undergarments and should be secured with a belt and/or drawstring.

\*Students are to have footwear on at all times in compliance with state health rules

\*Jewelry that presents a safety hazard to self and others should not be worn

NOTE: when in the judgment of the administration a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process the student will be directed to make modifications or will be sent home for the day. Students will be directed to go home (unexcused absence) to change if student is not able to cover or change at school. CLOTHING at events where students are performing or are part of a production must adhere to the dress code.

*GANG RELATED PARAPHENALIA* is strictly prohibited at YM East Schools. Students who put symbols or show "colors" will be sent to the office immediately for disciplinary intervention. Student will be directed to remove the clothing and/or colors or be sent home. Refusal to cooperate will result in removal from school pending a parent conference to resolve the issue. Students who persist in "showing colors" or "presenting" will be referred to the police and will be suspended from school pending a parent conference. A police report will follow.

**DROPPING & ADDING OF COURSES:**

Students (Grades 9-12) may request a schedule change within the first two weeks of a semester. Changes may be granted

provided there is room in the class. A Drop/Add form must be filled out and returned to the Principals Office. Changes after the first two weeks may result in forfeiture of credit and a failing grade.

Advisors should approve 7th/8th grade schedule changes. Parents may request a schedule change by contacting the Advisor who will make contact with the Principal for suggested changes to the schedule.

**GRADING SYSTEM:**

YM East High School operates on nine week marking and reporting periods. A special interim report is available at parent conferences, which will be held at midquarter of quarter one, two, and three. We anticipate the pre registration will be held during the third quarter conferences giving parents and students time to work with Advisors in selecting courses and verifying transcripts. Conferences are arena style held in the gym.

Parents will want to access the school web site going in to the teacher grade program regarding their student. This will keep you abreast of academic progress. Parents will also want to use the email system directly to teachers for inquires and concerns. For more information-call 564-4083 push 5.

**PASS/NO CREDIT POLICY:**

Students in grades 9-12 may elect to take up to **ONE** class per semester on a Pass/No Credit basis. This option allows students to select courses they may wish to attempt without affecting their GPA while receiving credit towards graduation. The deadline for making a pass/no credit option decision is three weeks into the semester. Students that serve as aides will receive a Pass/No Credit. **We strongly suggest that students not use this option in required courses however it is a student's discretion on how they use the option.** Some colleges/universities will not accept a Pass/Fail option for required courses.

**GRADUATION HONORS:**

Graduation honors will be based on cumulative grade point average (GPA). Senior honor students will be determined from the senior class at the end of the fourth quarter for graduation honors as follows:

Superior.....4.00  
Gold .....3.70-3.99  
Silver.....3.40-3.69  
White .....3.00-3.39

\*LIONS Honor Banquet is an invitation banquet held in the spring for academic excellence. Each Lions Club determines the number of students it wishes to invite.

\*Student Speakers at Commencement will include the Class President, Valedictorian and Salutatorian.

International Exchange Students will be permitted to participate in the graduation exercises provided they have completed their program of study. If International Students meet the school/state requirements they will be issued an YME diploma otherwise they will receive a "Completion of Program" certificate.

Students will need to be properly dressed in order to participate in graduation. School dress code is in effect.

ALL REQUIREMENTS MUST BE MET IN ORDER FOR A SENIOR TO PARTICIPATE IN GRADUATION EXERCISES. This includes 24 credits, Basic Skills Tests, Mn. Standards, all attendance requirements, and payment of fines or fees. "Unlike a student's right to a diploma upon completion of graduation requirements, participating in the ceremony is a privilege." [1988 Fed. Court]

**GRADUATION HONORS:**

Students will wear the 'traditional' cap and gown as determined by the class. Honor cords will be worn for NHS membership and for academic achievement.

**BACCALAUREATE:**

The role of school officials is one of neutrality. Student participation is strictly voluntary. (U.S. Department of Education 1998)

**HEALTH SERVICES:**

If you feel ill during class, please notify your teacher before coming to the nurse's office. (Located in the High School Office.) The nurse will notify your parents if it is necessary for you to go home. Staying in the restroom will be considered a skip. Report to the office for assistance.

The law in Minnesota allows high school students to carry their own prescription medications and aspirin such as Tylenol. The HS office will give Tylenol to high school students provided there is a permission form on file. It is very important that the office be made aware of a student's health history so that we can offer first aid appropriately. In case of an emergency we will make every attempt to notify the parent (s) but will act in good faith by calling the ambulance and/or paramedics as deemed necessary.

ALL ACCIDENTS SHOULD BE REPORTED TO THE PRINCIPAL'S OFFICE IMMEDIATELY. School insurance does not cover student injuries. Proper first aid will be administered and students will be transported to the emergency room if deemed necessary.

**HONOR ROLL & ACADEMIC AWARDS:**

In order to qualify for the honor roll a student must earn a minimum of a 3.00 grade point average and be in compliance with attendance guidelines.

<u>HONOR</u>	<u>GPA</u>
Superior .....	4.00
A.....	3.50-3.99
B.....	3.00-3.49

**\*The Faculty selects Student of the Week candidates for inclusion in the local newspaper and for bulletin board display. Students will receive a certificate of achievement.**

**INCOMPLETES:**

Any student who has an incomplete grade in a class will have two weeks at the end of the marking period to complete the required work. If the incomplete work is not made up within the time period, the student will not have completed the course of study and therefore will fail the course.

**LOST AND FOUND:**

All articles found should be taken to the Principal's Office. Upon identification, they will be given to the owner. All unclaimed property will be disposed of at the end of the year.

**LUNCH:**

YM East High School has an OPEN LUNCH policy, which allows students in grades 9-12 to leave the high school property. Students are expected to practice SAFE DRIVING at all times. This is a privilege! Students have demonstrated mature use in the past. If trash is left in the lot, students use poor driving judgment, and/or discipline issues surface this privilege can and will be revoked.

Students in Grades 7-8 will have a CLOSED LUNCH hour supervised by high school staff.

Students in Grades 9-12 SHOULD REMAIN IN THE LOWER HALLWAY AND/OR THE HALLWAYS ADJOINING THE CAFETERIA. NO students and/or food items should be in the other wings of the building during the lunch period.

Students are to clean up after themselves and practice their good manners while using the lunch services. A "debit card" system is used for payment of lunch. Students can deposit in their accounts by leaving checks in the high school office or by giving them directly to the cashier in the lunchroom. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

**ELECTRONIC DEVICES:**

Electronic devices such as: ipods, headsets, headphones/earbuds, etc. are not to be used during the school day (8:15—3:00 p.m.). Teachers will confiscate the items and turn them into the high school office. Violation #1: Students may pick up the device at the end of the day. Violations thereafter: Parents must pick up the device.

**MEDIA CENTER-LIBRARY:**

The library is a place for students to practice good utilization of their time whether it is informal study or research. The library is a place for "quiet" work. Study hall students wanting to use the library should secure a pass prior to reporting to study hall. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

**PARKING OF STUDENT VEHICLES:**

Student parking is available in the east lot of the 1930 building and the new gym lot. Parking should be orderly. DO NOT block the driveways or sidewalks. DO NOT park in the restricted signed areas or the handicapped parking areas. Vehicles should be registered in the office. Vehicles illegally parked will be reported to the police. Students ARE NOT to be in the parking lot during the course of the school day unless they have a blue slip from the office or they are leaving/returning from lunch.

**POST-SECONDARY ENROLLMENT OPTIONS:**

Juniors and Seniors are eligible to participate in post secondary options programs. Check with your counselor or the high school principal for details. The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. To be eligible a student needs to be in the upper 35% of their class, have a minimum of 3.0 GPA, a 24 ACT score, and/or administrative recommendation.

The State of Minnesota will pay for CLEP test taken at college sites. These tests are "test-outs". Further information is available from your guidance counselor or your high school principal.

**PSE COURSES-ON SITE:**

YM East High School provides Post Secondary Courses on site through collaboration with Southwest State University. Courses in computer, language arts, and psychology are available. Students should check with the counselor or high school principal when registering for courses to determine if they are eligible to take these courses. Many YM East students graduate from high school with multiple college credits having taken advantage of these on-site academic courses. Courses offered: Critical Writing (3), Essay (3), Computer (3), Psychology (3), Auto Body (6), French IV via ITV (6). CLEP preparation in Pre-Calculus and Calculus. Articulation in Business/Computer Science and Agriculture.

**POST SECONDARY VISITS:**

Seniors are permitted two (2) days to visit post secondary institutions or be excused for job interviews provided they have prior permission by completing the appropriate forms through the guidance office. (Seniors with privs. have 3 days.)

Juniors are permitted one (1) day for post-secondary visits. The same procedures apply as for Seniors. Students will also have access to college & career fairs as determined by the guidance office.

**SENIOR PRIVILEGES:**

YM East rewards and encourages responsible citizenship through the granting of senior privileges. Senior privileges are earned not a guaranteed right! *Just as privileges are extended, they can be removed or denied.*

SENIORS ARE NOT ALLOWED TO WRITE THEIR OWN NOTES-  
make sure you verify absences with a parent note.

The following privileges are extended to seniors who meet the qualifications:

--Study halls are optional. Seniors with privs are not required to attend. Seniors must be in a designated area or may leave the campus. Attendance at lyceums is expected.

--Final exams: Seniors with privs are exempt from final exams. All projects and coursework need to be completed.

--Post Secondary: Seniors with privs may use a third day for post-secondary visits. ALL SENIORS have 2 days for post secondary visits.

--Early Release: An early release may be available depending on the number of days available at the end of the school year.

--All Seniors are to report to their assigned ADVISORY on a daily basis unless out of the building for work release or PSEO courses.

**CRITERIA:**

\*A Review Committee will review academic progress, behavior, and attendance each quarter to determine privileges for the following quarter.

**•JUNIORS**

Student records from the junior year will be used to determine eligibility for senior privs in the first semester of the senior year.

**•SENIORS**

Students who enter the senior year will be eligible for privs as follows:

**\*Credits:** Must have 17 credits towards graduation to be considered a senior.

**\*Suspensions:** Any suspensions will result in loss of senior privs for the remainder of the semester or not less than 9 weeks.

**\*Grades:** A failing grade in any class for any quarter will result in the loss of senior privs for a semester or the remainder of the semester (if the grade occurs at the end of the first or third grading period.) A minimum of 2.00 needs to be earned each quarter in order to maintain senior privs. NOTE: an "I" grade does not allow GPA to be calculated therefore privs will not be extended if a student carries an incomplete at the end of a quarter.

**\*Attendance:** Sr. privs will not be granted to juniors (first sem. seniors) IF a junior is in violation of the tardy policy. Seniors will have privs revoked if they violate the tardy policy. Juniors who violated the unexcused absence policy will not be granted sr. privs. for quarter one even if time was made up—unexcused absences are unexcused absences regarding sr. privs. Seniors who violate the unexcused policy will have their privs revoked!

**\*Discipline:** Seniors that have not had any major disciplinary problems will maintain sr. privs. Students that have major disciplinary problems will be grounds for revoking privs. REMOVAL FROM CLASS will be considered grounds for revoking privs.

**\*Tobacco/Chemical Violations:** Students who are reported for tobacco or chemical violations will have privs revoked. (No less than 9 weeks)

**\*Junior fines/fees:** Senior privs will not be granted to any student who did not complete junior checkout procedures.

\*Privilege revocation, if imposed at the end of one semester, will continue in to the next semester to equal a minimum of 9 weeks loss of privileges. SENIORS must carry their plan book (intact) with them. SENIORS will be issued a PASS card each semester if privs are granted.

*There can be no friendship without confidence, and no confidence without integrity. Samuel Johnson*

**SR. PRIVS ARE GRANTED IF**

- 1. Start with and maintain a 2.00**
- 2. Follow the attendance rules.**
- 3. Be in strict compliance with behavior and eligibility rules**
- 4. Verify all appointments/notes by parent signature.**

**STUDENT PHONES**

**YME HIGH SCHOOL IS A NO CELL PHONE ZONE!** YME will not allow use of cell phones during the school day-NOT IN CLASS and NOT IN THE BUILDING! Students are encouraged to leave their cell phones in their lockers, cars, or backpacks-IF PHONES ARE USED teachers have been instructed to confiscate the phone and turn it in to the high school office. Phones will be returned at the end of the day. A second/multiple violation will result in phone being confiscated and held for 3 days. CELL PHONES are not conducive to a safe, effective learning environment. The use of text messaging and the use of digital camera are violations of confidentiality and infringe on the educational atmosphere.

If there is an emergency please call the office and we will make sure that your student receives the message a.s.a.p. All rooms are accessible by telephone and/or the intercom and we will deliver the messages in a timely manner.

**SOCIAL WORKER SERVICES:**

YM East High School is fortunate to have the services of a School Social Worker. If a student is in need of social, emotional, or psychological services a referral will be made to a School Social Worker. To access the services of the Social Worker please call the HS Office. YME also has School Based Mental Health services available. The School Social Worker can assist you in accessing those services.

**VIOLATIONS REPORTED BY LAW ENFORCEMENT:**

**Note:** *State Law requires that law enforcement notify schools when students are issued chemical violation tags.*

YME provides support services for students who have issues pertaining to chemical use/abuse. YME also provides services to

students in need of mental health support services. We will practice an inter-agency referral/response with Family Services and Mental Health Services.

**SUMMER SCHOOL:**

Summer school for making up deficit credit(s) is handled through the Alternative Learning Center. Credits are earned by completing independent learning study packets directed by the ALC staff. Students should talk with the HS Principal and/or Guidance Counselor if they need to make up credits. The ALC in Granite Falls meets on Monday and Tuesday from 3:30-5:00 p.m. Students may access the ALC during the academic school year by contacting the Director at 564-4653.

Summer school for students is held at the MNRVED in Montevideo. Students in grades 7 & 8 need to pass CORE courses to move to the next grade level. Generally failure in 2 or more CORE classes will be a recommendation to repeat the grade level. Students will have the opportunity to attend summer school—two classes may be made-up. The Principal will make a recommendation for a student to go to summer school in order to be promoted to the next grade. The Principal may also make a recommendation for students to go to summer school to work on their academic skills.

Students in grade 9-12 may re-take failed courses during the school year, go to summer school for make-up, and/or make up course work through independent study.

\*YM East Schools have access to a day program for Alternative Learning-Area Learning Center. The center is located in Montevideo. Referral to the Area Learning Center is via the High School Principal.

**VISITOR'S TO SCHOOL:**

Any persons other than YM students, staff, or Board of Education are regarded as visitors. These individuals must report to the Principal's Office before going ANYWHERE in the

building. Visitors must wear a nametag and be signed in at the office.

Students may have a student visitor under the following guidelines:

1. Parent notification 24 hours in advance.
2. Student visiting must not be missing his or her own school.
3. No visitors during finals or finals week.
4. No visitors on the day before or after a holiday break.

**CO-CURRICULAR ELIGIBILITY:**

YM EAST High School is a member of the Minnesota High School League and adheres to the governance of the League. Participation in co-curricular activities is a privilege available to the student body.

**STUDENTS MUST PASS THEIR CLASSES TO REMAIN**

**ACTIVE IN THEIR ACTIVITY.** A failing grade at mid-quarter is an indicator grade-a student will have one (1) week upon posting, to get to a passing grade or will be ineligible to participate until the grade is passing. (Eligibility slip to be signed - if still failing, ineligible until passing.) A failing grade at quarter time will result in INELIGIBILITY for two games or two contests. You must then use the BLUE SLIP to verify that you are passing in order to resume participation. NOTE: Must be passing at mid-quarter and quarter to remain eligible.

**Grades 9-12:**

F @ quarter is a two-game suspension from a competitive activity. MUST get a blue slip signed and be passing ALL classes in order to resume competition.

**Grades 7-8:**

F @ quarter is a one-game suspension and requires a signed blue slip that students is passing ALL classes before resuming competition.

**BE PASSING or NO PLAYING! MSHSL requires that student be making progress towards graduation in order to retain eligibility-we interpret that to mean at grade level each year in order to maintain eligibility.**

**General Guidelines:**

BYLAW 100.00: A student participating in League sponsored activities shall be under 20 years of age.

**BYLAW 102.00: Students shall be attending school and classes regularly; and be listed on the appropriate school records and not have been dropped because of irregular attendance, extended absence, or suspension from school.**

BYLAW 107.00: Any student who intends to participate in high school interscholastic athletics, dance team, or cheerleading activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years.

BYLAW 108.00: To be scholastically eligible, a student must be making satisfactory progress towards the school's requirement for graduation.

**\*NOTE: YM East maintains that students should be passing all courses in order to participate in co-curricular activities. Coaches will review the academic requirements with student-athletes and parents at the beginning of each season.**

BYLAW 110: No student may participate in any interscholastic activity after the eighth semester in grades 9-12 inclusive. All eight semesters must be consecutive.

BYLAW 202.00: It shall be a violation to assault an official.

\*Penalty: any participant found guilty of assault shall be disqualified from participation for a minimum of 4 weeks.

BYLAW 205.00: During the calendar year, regardless of quality, a student shall not:

- use a beverage containing alcohol
- use tobacco
- use or consume, have in possession, buy, sell, or give away any other controlled substance

BYLAW 209.00: During the school year, a student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing.

THE ABOVE ARE GENERAL GUIDELINES AND HIGHLIGHTS OF THE LEAGUE POLICY. A COMPLETE HANDBOOK IS AVAILABLE FOR REVIEW IN THE ACTIVITIES OFFICE and THE PRINCIPAL'S OFFICE.

NOTE: Students that violate chemical and/or eligibility guidelines during a season WILL NOT be eligible for team or conference awards.

**YM EAST SPORTSMANSHIP:**

The STING will participate in the MSHSL Sportsmanship Program for 2009-2010. The program for this year is called TEAM UP. The following guidelines will be effect at all contests:

1. Cheer appropriately.
2. Sit in the assigned section as designated by the Activity Director both in our gym and at visiting sites.
3. Stand during the singing/playing of the National Anthem and either participate in the singing or remain quiet.
4. Stand during the playing of the visitor and STING school song.
5. DO NOT boo or heckle game officials or contestants in the competition.
6. NEVER throw anything on the playing court or field.

YM East High School will be reading the Sportsmanship Code at the start of each contest.

**ACTIVITY: Student Code of Responsibility:**

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

\*A student who is under penalty of exclusion, expulsion, or suspension or whose character violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

The guidelines applied by the Yellow Medicine East High School Principal provide for periods of ineligibility as follows:

- First violation: . suspension of two games
- Second: ..... suspension of four games
- Third: ..... removal from activity

\*\*NOTE: "Student in Good Standing" applies to all activities governed by YM East High School both school sponsored and MSHSL sponsored.

\*Students may ride home with their parents following contests. Students need to have a parent note signed by the High School Principal or the Activities Director. This needs to be given to the coach/advisor upon boarding the bus. NOTE: The HS Principal cannot authorize students to ride with students. Notes signed indicate that parents are authorizing "alternate" transportation.

There are times when students will need to drive to events on their own due to appointments, etc. We would ask that students use school sponsored transportation as much as possible but if special circumstances come up we will allow students to drive themselves. NOTE we cannot give permission for students to transport other students.

Please check with the High School Office if you have any questions regarding policy.

**AFTER SCHOOL TUTORIAL:**

Students that need "academic" support in the form of teacher assistance, a quiet place to study, use of the computer, and/or guidance from the media center should plan to use the MEDIA CENTER/LIBRARY after school. Most teachers are available until 3:40 p.m. in their classrooms. ACADEMICS FIRST-if you need help with schoolwork, get that first and then go to practice!

**BEFORE SCHOOL ACADEMIC SUPPORT:**

Teachers are available in the a.m. before school starts to assist students. Make sure you work with your teacher regarding the times available. The library computer center can also be accessed before school.

**VIDEOTAPING:**

At various times during the school year, we may videotape classes, students in the halls, or school activities. If you do not want your child to appear in these videotapes, send a written note ATTN: PRINCIPAL. If we do not receive a written note, we will assume permission is granted.

**BOOKS & MATERIALS:**

MN Statute 120.74, subd.1 requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fee will be assessed for a damaged or lost text.

### **IMMUNIZATION LAW:**

Minnesota law requires that all children attending public, private, or parochial schools be immunized against diphtheria, tetanus, polio, measles, mumps, rubella, and Hepatitis B. To comply with the law parents must submit appropriate documentation to the school. Students not properly immunized will not be allowed to attend school.

NOTE: Students going to college are required to be immunized for meningitis upon enrollment to their school.

[www.mshsl.org](http://www.mshsl.org) MN State High School League governs co-curricular activities

[www.isd2190.org](http://www.isd2190.org) YME Website

### **GUIDELINES FOR PROM DRIVE-UP:**

1. REASONABLE, FUN, SAFE, LEGAL will be the guidelines.
2. NO students will be allowed to ride in the bed of a pickup.
3. NO oversized farm equipment will be allowed in the drive-up.
4. NO semi's (truck or trailer) will be allowed in the drive-up.
5. As golf carts and four-wheelers are not street equipment they are not to be used for drive-up.
6. Camper trailers (RV's) are not acceptable vehicles for drive-up. This includes watercraft.
7. Student drivers must have a valid driver's license. Shall be checked by police at the stop sign before student (s) are allowed to drive up to the main entrance.
8. No exhibition driving including excessive 'pipes' and 'engine revving'.
9. Stands to reason that any chemicals-tobacco, alcohol, or drugs-that are detected will result in law enforcement notification and the police will sanction students involved.

### **Prom Guidelines:**

1. Students signed up for prom, either on-site or off-site, **will not** be allowed to leave the site until the event is over. No

**Pg-32**

- student may leave, even with parent permission or parent pick-up. Once you are at site you will be required to stay.
2. Only students between the ages of 15-20 will be allowed to participate in YME Prom. A Junior or Senior may invite one guest to the Prom and they will also be between the 15-20 age ranges. Parent permission slips must be signed for all students attending the YME Prom.
  3. Guests to prom are under the SAME rules and regulations as YME students meaning they must stay to site as signed up and follow the same rules.
  4. Students that have a chemical violation (MSHSL) that has not been cleared will not be eligible for prom activities.
  5. Students that are not passing (nearest marking period to prom) will not be allowed to attend prom.
  6. Students that have un-resolved attendance issues will not be in good standing and will therefore not be allowed to attend. Student must meet the same requirement as co-curricular participation by being in school four consecutive hours the day before prom and all absences from that day must be pre-arranged and excused.
  7. Students signing up for the YME Prom are expected to attend the Parent Sponsored After-Prom. The parent permission slip for Prom also includes the Post Prom. If a parent absolutely does not want their child to participate in the post prom activities they will need to call the High School Principal and receive a waiver from participation.
  8. Post-Prom is a LOCK IN. Students should stay to the site from the check-in to the ending.
  9. As the school rule is "no cell phones" we will enforce that same policy during the prom activity. Phones will be confiscated and returned to students at the end of the activity.
  10. Yellow Medicine East reserves the right to have any student and/or adult removed from prom if behavior is inappropriate. Law Enforcement will be called as needed.

**Post Prom:**

1. Post Prom is a parent-sponsored activity promoting safe, fun activities following prom.
2. The parent permission slip allowing students to participate in prom is also the parent permission slip for Post Prom.
3. NO alcohol, tobacco, or drugs allowed-law enforcement would be notified if detected.
4. Students are to stay at post prom until the event ends-if a student leaves early, parents will be called. For all practical purposes, Post-Prom is a Lock-in.
5. Students are under the same rules and regulations as school and are encouraged to be on their very best behavior.
6. Only Juniors/Seniors and their guest are allowed at post prom.
7. Students DO NOT have to attend prom to attend post prom. They are required to have parent permission slips signed and fees paid.

*"Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself/herself."*

**2009-2010 Daily Schedule:**

1	8:15—9:02
2	9:06—9:53
3	9:57—10:44
4	10:48—11:35
5	Lunch 1      11:35—12:05
	Class          12:09—12:56
	Lunch 2      12:26—12:56
	Class          11:39—12:26
6	1:00—1:47
7	1:51—2:38
8	Advisory      2:42—3:00

## **Yellow Medicine East 2009-2010 Calendar**

September 1-3 .....	Staff Development Days
September 7 .....	Labor Day
September 8 .....	First Day of School
October 15-16 .....	Education Minnesota Break
November 5.....	End of 1 <sup>st</sup> Quarter – 41 Days
November 6.....	Staff Development Day
November 25.....	Staff Development Day
November 26 & 27 .....	Thanksgiving Break
Dec. 24-Jan. 1 .....	Winter Break
January 18 .....	Staff Development Day
January 22 .....	End of 2 <sup>nd</sup> Quarter – 44 Days
January 25 .....	Staff Development Day
February 12 .....	Staff Development Day
February 15 .....	President’s Day
March 31 .....	End of 3 <sup>rd</sup> Quarter – 45 Days
April 1 .....	Staff Development Day
April 2 & 5 .....	Spring Break
May 31 .....	Memorial Day
June 2 .....	End of 4 <sup>th</sup> Quarter – 41 Days
June 3 & 4 .....	Staff Development Days



171 Student Contact Days  
 184 Teacher Contract Days  
 includes  
 11 Staff Development Days  
 2 Parent/Teacher Conference Days

- 16 evening hours will be used for Parent-Teacher Conferences and will be scheduled by the administrators.
- The first day missed for inclement weather will not be made up.
- All other days missed for storms or other emergencies will be made up at the end of the year.
- The board reserves the right to amend or adjust the calendar.

**Pg-36**

MEMO

To: School Board Members

From: Stacy Hinz

Date: July 2009

RE: Bert Raney Elementary School Handbook

Following are the changes or additions made to the Bert Raney Elementary handbook for the 2009-10 school year:

Updated the cover – changed school year to 2009-2010 and corrected the web site address

Pg. 1 - Updated Table of Contents

Pg. 2 – Changed sentence in letter from the Principal and Staff to: “Please refer to the school web site, <http://isd2190.org> , as needed. Not only for handbook information but current announcements and information on school events, etc.”

Pg. 3 – Updated Finger Tip Facts page

Pg. 5 – Arrival time – added end time for classes to indicate the change to 3:00

Pg. 7 – Added “BULLYING – Definition of: “ section

Pg. 8 – Bolded the Bus Transportation contact information

Added section “YME SCHOOLS ARE NO CELL PHONE ZONES!” keeping our policy in line with the High School’s policy.

Pg. 10 – Will update meal price information in the Food Service section if changes are made

Pg. 11 – Rephrased first line of Forbidden Items section to: “Forbidden items that have no place in school include but are not limited to:”

Gum Policy may be revisited – if so, will change as necessary.

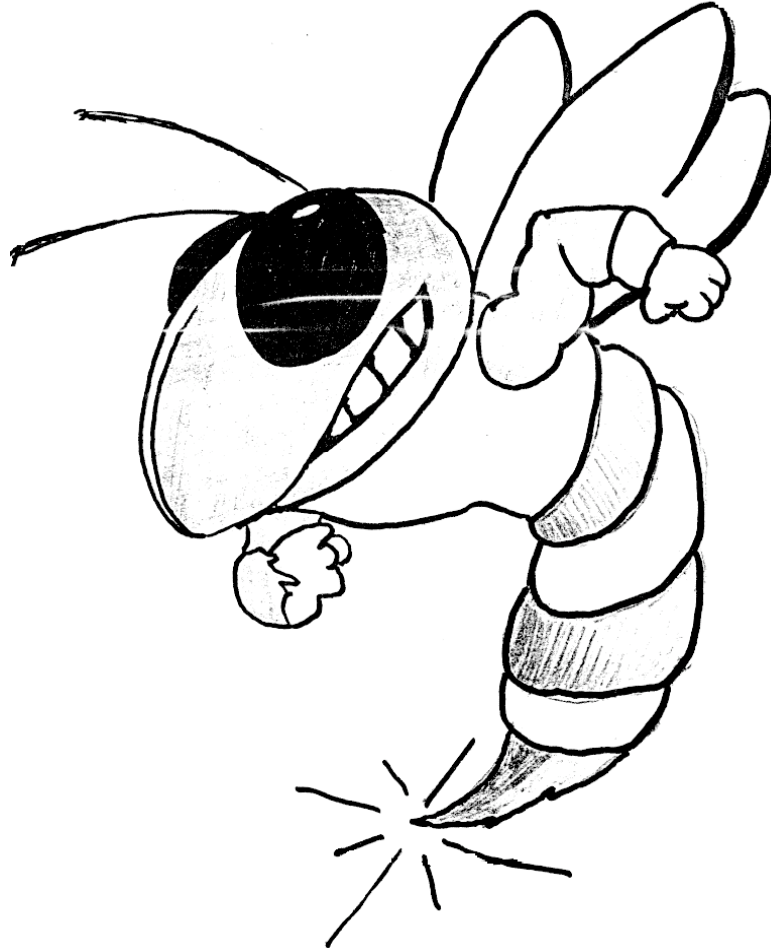
Added statements to Gym Shoes/Phy.Ed. section recommending the type of shoes and stating the need for a swimsuit and towel for the swimming unit.

Health Services section – removed line about dental cards as they are no longer required

Pg. 14 – Added line to School Bulletins and Newsletters section. “These may also be emailed and/or posted on the school web site.”

PLEASE NOTE: In the interest of “being green”, our handbook will be posted online and we will only be giving paper copies to those families who request them. Due to this, forms that were previously included in the handbook, such as the school calendar, supply list, Behavior Intervention Plan (BIP), bus conduct report, Pupil Fair Dismissal Act, etc. are listed as either being accessible through the school web site or available in the office.

**STUDENT/PARENT  
ELEMENTARY HANDBOOK  
2009-2010**



**YELLOW MEDICINE EAST SCHOOL DISTRICT #2190**

Stacy Hinz, Elementary Principal  
shinz@yme.k12.mn.us

**BERT RANEY ELEMENTARY**  
555 7TH AVENUE  
GRANITE FALLS MN 56241  
320-564-4082 ext. 3

<http://isd2190.org>

# TABLE OF CONTENTS

Arrival Time/ Attendance/Attendance Policy.....	Pages 5 & 18-19
Background Check Policy.....	Page 19
Behavior Expectations & Behavior Management Policy.....	Pages 6-7 & 20-21
Bike Safety.....	Page 7
BIP Slip.....	Copy of Behavior Intervention Plan Form available in the office
Birthday Treats.....	Page 7
Books and Equipment.....	Page 7
Bulletins & Newsletters.....	Page 14
Bullying – definition of.....	Page 7
Bus Conduct Report.....	Copy of Bus Conduct Report Form available in the office
Bus Transportation.....	Page 8
Calendar.....	Please see web site for school calendar
Cell Phone Use.....	Page 8
Community Use of Facilities.....	Page 8
Computer Info & Use Policy.....	Page 23-24
Conferences.....	Page 8
Curriculum Content & Alternative Instruction.....	Page 14 and document available in office
Directory Information.....	Page 8-9
Discipline Policy.....	Pages 25-27
Dress.....	Page 9
Emergency Information/School Closings.....	Page 9
English Language Learner/ESL.....	Page 10
Field Trips.....	Page 10
Finger Tip Facts-Bert Raney Elementary.....	Page 3
Food Service Programs.....	Page 10
Forbidden Items.....	Page 11
Gang Related Items.....	Page 11
Gum Policy.....	Page 11
Gym Shoes.....	Page 11
Health Services.....	Page 11-12
Help Your Child’s Progress.....	Page 12
Homebound or Hospital Instruction.....	Page 12
Homework.....	Page 12-13
Insurance.....	Page 13
Kindergarten Registration/Orientation.....	Page 13
Laser Possession/Policy.....	Pages 13 & 23
Latex Policy.....	Page 13
Letter to Parents.....	Page 2
Lockers.....	Page 13
Lost and Found.....	Page 13
Memory Book.....	Page 14
Mission Statement.....	Page 4
Money.....	Page 14
Outside Activity and Recess.....	Page 14
Pupil Fair Dismissal Act.....	Copy available in the office
Records - Access to.....	Page 5
Religious & Racial Harassment Policy.....	Page 22
Report Cards.....	Page 8
School Patrol.....	Page 14
School Pictures.....	Page 14
Security/Visiting School Policy.....	Pages 14-15 & 24-25
Sexual Harassment Policy.....	Page 21-22
Smoke Free Environment.....	Page 15
Student Records.....	Page 15
Student’s Rights & Responsibilities.....	Page 17
Supplies/Supply List.....	Page 15 & please see web site for supply list
Telephone Calls.....	Page 16
Testing.....	Page 16
Title I Program.....	Page 16
Title IX Policy.....	Page 21
Unity Poem.....	Page 28
Visitors-Policy & Procedure.....	Pages 16 & 24-25
Volunteers are Welcome.....	Page 15
Weapons & Weapons/Assault Policy.....	Page 16 & 22-23

***Children are the living messages we send to a time we will not see.  
~John W. Whitehead***

Welcome to the 2009-2010 edition of the Bert Raney Elementary Student/Parent Handbook. I am pleased to take this opportunity to welcome you and your child to a new school year.

A quality learning experience is built on partnerships. We welcome you to our schools and appreciate your contributions of time, effort and ideas. Our goal is to help each child reach his or her potential. With your support, we can do it!

Open communication is an important factor in reaching this goal. If you have a question, comment or concern about school, please contact your child's teacher or myself without delay.

We hope this handbook will answer many of your questions about the daily life at Yellow Medicine East schools. Please refer to the school web site, <http://isd2190.org>, as needed. Not only for handbook information but current announcements and information on school events, etc.

Thank you for your continued investment in your child's education.

Sincerely,

*Stacy L. Hinz*

Stacy L. Hinz  
Elementary Principal  
and Elementary Staff

# FINGER TIP FACTS

**SCHOOL** ..... BERT RANEY ELEMENTARY  
**PHONE NUMBER** ..... 320-564-4082 ext. 3  
**FAX NUMBER** ..... 320-564-4427  
**ADDRESS** ..... 555 7TH AVE  
**INTERNET WEB SITE** ..... <http://isd2190.org>  
**MOTTO** ..... THE ROAD TO GREAT SUCCESS  
**VISION** ..... SUCCESS FOR ALL LEARNERS  
**MISSION** ..... CREATE AN ENVIRONMENT WHERE LIFELONG LEARNING IS VALUED,  
EXCELLENCE IS EXPECTED, AND IMPROVEMENT IS CONTINUOUS  
**ELEMENTARY PRINCIPAL** ..... STACY HINZ  
**ELEMENTARY SECRETARIES** ..... KATHY ANDERSON, LIZ DEBLIECK  
**OFFICE HOURS** ..... 7:30 A.M. TO 4:00 P.M.  
**SCHOOL HOURS** ..... 8:15 A.M. TO 3:00 P.M.  
**SUPERINTENDENT OF SCHOOLS** ..... ALLEN STOECKMAN

## YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... ELMO VOLSTAD      VICE CHAIR..... RICH JEPSON  
CLERK..... JANE HAGERT      TREAS..... LARRY LEE

MEMBERS: TIM OPDAHL, GRANT VELDE, STEVE ZUMHOFE

## BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN/FIRST ..... MARY AUSTGEN, MARY JENSEN, PEGGY KVAM  
BECKY LEISETH, KERRI SHACKELFORD  
FIRST GRADE ..... BEV IMS  
SECOND GRADE ..... TRISH JESSEN, STEVE KOETTER, JOANELLE SANNERUD  
THIRD GRADE ..... ZEE ANNE REISHUS, JULIE RUNIA  
FOURTH GRADE ..... GINGER BALDWIN, JANE SCHAFFRAN, PETE SCHEFFLER  
FIFTH GRADE ..... CINDY LAVIN, JIM WILLIAMS  
SIXTH GRADE ..... STEVE HUETTL, LINDA RICHTER  
AMERICAN INDIAN FAMILY LIAISON ..... HELEN BLUE-REDNER  
ART ..... ADAM PAASCH  
CUSTODIANS/MAINTENANCE ..... TIM KNUTSON, TODD REISHUS, STAN SANTJER  
ELL/ESL ..... MELISSA LARSON  
HISPANIC FAMILY LIAISONS ..... ADELA ESPINOZA, CLAUDIA JUAREZ  
INTERGENERATIONAL COORDINATOR ..... ROBIN HENDERSON  
MUSIC ..... BETH JAHN  
NURSE ..... JANA BERENDS  
PHYSICAL EDUCATION ..... MIKE GAFFANEY, MARY GREY  
RDG. RECOVERY/TITLE I ..... TOM DIEKMAN, AMY HOERNEMANN, ANGIE JANS  
SOCIAL WORKER ..... MARGO VANMOER  
SPECIAL NEEDS ..... PAT BLUE, BARB BRUFLAT, BELINDA FIELD, DANA JOHNSON, KIM KVAM,  
KEISHA LOUWAGIE, MELISSA SCHULTE, MARIE SEEMAN, AMY STEWART  
SPEECH CLINICIANS ..... PATTY MARYOTT, THERESA MORITZ  
TAG COORDINATOR ..... ELAINE HALVERSON  
TECHNOLOGY/KEYBOARDING ..... DARLYS LISTUL  
YME/MVCC TEACHER ASSISTANTS ..... MISSY ARNESON, LYNNE AUSTIN, NAOMI BARBER,  
BARB BUESING, BERNADETTE CARSTENSEN, SUE DOOSE, DEEDEE DREIER, JILL FRY,  
KATHI GILL, DIANE HOFTEIG, PAULA IVERSON, WANDA JOSEPHSON, CARRIE KNUDSON,  
JULIE KOEPP, DONNA KOSAK, CHAR MIDTHUN, CAROLYN OLSON, PAULA PANITZKE,  
LORI SCHINDELE, SHERRY SMITH, CONNIE TIMM, NANCY TRUDEL, PAM WEBER

# **YELLOW MEDICINE EAST SCHOOLS**

**Our Vision - Success for every student.**

**Our Mission - Create an environment where lifelong learning is valued, excellence is expected, and improvement is continuous.**

## **Aims, Goals, and Measures**

### **High Student Achievement**

1. Provide a challenging and rigorous curriculum
2. Promote the skills required for a constantly changing world

### **Safe and Welcome Learning Environment**

3. Increased appreciation for differences, diversity and respect for others
4. Increase assets in children and youth and decrease at-risk behaviors
  - \* appropriate role models from adults
  - \* parent participation and engagement
5. Maintain open and regular communication

### **Efficient and Effective Operations**

6. Integrate technology throughout the district
7. Practice responsible and accountable management of resources.
8. Ensure a high-performing work force

The mission of the YME Elementary Schools is to facilitate the development of each student's social, academic, and emotional growth through the combined efforts of school personnel, parents, and the community.

Education is a continuous process that involves the acquisition and application of knowledge, skills and attitudes. Our goals are to:

\*Help students develop to the limits of their abilities and interests through a sequentially coordinated curriculum within a positive learning environment.

\*Develop each student's highest academic potential, self-esteem and interpersonal relationships in a global society.

\*Prepare students to successfully cope with the daily challenges of their present environment and to encourage a commitment to a lifelong learning process in our changing world.

\*Ensure that school personnel, parents and the community are afforded an opportunity to participate in the development and evaluation of instructional programs.

# PROCEDURES

## ACCESS TO SCHOOL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the Elementary Principal who will arrange for the records to be reviewed.

The district discloses directory information from student records. Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight, height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the elementary school principal by September 15 of each year.

## ARRIVAL TIME

If your child does not ride the bus, please time his or her arrival for **8:00 a.m.** The elementary lunchroom and playground will be supervised at this time. All students should report to either location. Students may go to their classrooms when the first bell rings at 8:10 a.m. Classes will begin at 8:15 a.m. and end at 3:00 p.m.

## ATTENDANCE

All students are expected to attend school regularly. Regular school attendance is closely related to success in school and is part of your child's school record. Absences and tardies will be excused by presenting the school office with a written excuse giving the date of the absence/tardy, reason, and the parent's signature. Please contact the school office (564-4082 ext. 244) when your child will be absent from school.

The following reasons shall be sufficient to constitute excused absences/tardies: illness, serious illness in the student's immediate family, a death in the student's immediate family or of a close friend or relative, medical or dental treatment, etc.

Absences or tardies not confirmed by the parent will constitute an unexcused absence. Unexcused absences/tardies are monitored and parents will be notified by letter of concerns. **All calls and notes must be received on the day of or the day following the absence. Calls and notes not received within three days following the absence will not be accepted and the absence will be considered unexcused. A doctor's note verifying consecutive absences of three or more days may be required. The school reserves the right to request verification on all calls and notes.**

With ten or more absences in a semester, excused or unexcused, students will be required to make up time after school. The length of time being made up for each absence after the ninth absence will be 30 to 60 minutes. If students have assignments completed, as verified by the classroom teacher, they may not be required to make up time after school. Children under the age of 16 who are absent from school without lawful excuse for seven days in a school year are considered truant. Truant students are referred to the County Attorney's office. If the parent provides no excuse or an insufficient excuse, the absence is unexcused.

When an absence/tardy is anticipated, please tell us in advance so that your child's teacher can help them plan for their absence. Whenever possible, please schedule dentist, doctor and other types of appointments after school hours.

On occasion, you may have to take your child out of class for a short period of time or before the end of the school day. Please come to the office and tell the secretary of the need and she will send for your child. No child will be allowed to leave his or her classroom early without clearance from the school office.

Because we want to be sure children are either at home or school, the following policy has been established for children who are absent.

- \* We request that you call the school when your child will be absent from school.
- \* We will attempt to call those students from whom we do not receive calls.
- \* If we are unable to reach the family by phone, the school social worker, school nurse, or principal may call upon the home.

Again, the intent of the policy is to insure your child's safety.

**REFER TO ATTENDANCE POLICY SECTION (Pgs. 18-19) OF THIS HANDBOOK.**

## **BEHAVIOR EXPECTATIONS**

### **ALSO REFER TO BEHAVIOR MANAGEMENT POLICY SECTION (Pgs. 19-21) OF THIS HANDBOOK.**

At Bert Raney Elementary, we are proud of our students because they normally conduct themselves appropriately, showing pride in themselves and their school.

As a staff, our major goal regarding discipline is to accentuate the positive and to help students make good behavior choices. Our school rules and regulations are based on the following expectations for students:

- A. Attendance: Be present in school every day unless you are ill.
- B. Tardiness: Be on time to all your classes.
- C. Performance: Do your best at all times. You write your school record just once and it will follow you the rest of your life.
- D. Conduct: Always act like a gentleman or lady. Treat others as you would like to be treated.

#### **Respectful Talk**

- 1. Use appropriate language by not swearing or using obscene language.
- 2. Speak courteously to all and do not put down or tease others.
- 3. Talk quietly.
- 4. Be honest and tell the truth.
- 5. Be respectful and do not talk back or sass others.

\* Special note: Verbal abuse to teachers, students, or other staff will result in immediate and appropriate disciplinary action.

#### **Kindness to Others (physical)**

- 1. Do not fight or wrestle around.
- 2. Do not shove, kick, trip, slap, or spit.

\* Special note: Physical abuse to students, teachers, or other staff will result in immediate and appropriate disciplinary action.

#### **Appropriate Movement**

- 1. Walk in an orderly manner in the hall and rooms.
- 2. Walk quietly from class to class and in hallways.

#### **Cooperation**

- 1. Listen and follow directions the first time.
- 2. Show appropriate class behavior.
- 3. Complete homework and turn it in on time.
- 4. Follow all school rules.
- 5. Bring required materials to class.

#### **Cafeteria**

- 1. Voices will be at a conversational level.
- 2. Walk --- in and out of the cafeteria.
- 3. Keep hands, feet and food to yourself.
- 4. Put-downs and vulgar language are not acceptable.
- 5. Follow all directions given by adults.

#### **Playground**

- 1. Go directly outside when dismissed for the playground.
- 2. Return directly to your classroom when activity or recess is over.
- 3. Keep hands, feet and objects to oneself.
- 4. Use and share the equipment in a safe and fair manner.
- 5. Follow directions given by adults.

## **A Pleasant Learning Environment**

1. Food/candy treats will NOT be allowed during parties or for individual/class rewards as we are a Peanut/Tree Nut Safe building. Gum is also discouraged as we are a gum safe school.
2. All property inside and outside the school building should be kept in good condition.
3. Garbage and litter should be put into trash cans.

## **Athletic Contests**

1. Sit in your school's cheering section.
2. Cooperate at all times with the supervisors.
3. Treat visiting contestants and spectators as guests - not enemies.
4. Never "boo" game officials or opposing contestants.
5. Conduct yourself at all times in a manner that will reflect credit upon yourself and your school.

## **Assemblies**

1. Give the presenters and performers your utmost cooperation.
2. Be attentive regardless of the nature of the program if for no other reason than to demonstrate that courtesy is a part of your personality.
3. Treat all performers as your guests.
4. Applause should be given only at such times as it is in order and good taste.
5. There should be no whistling at any time during an assembly.

Our School Behavior Management Policy is provided for you at the back of the Handbook. Also attached are the forms that we use for reporting behavior concerns to you and a copy of the Pupil Fair Dismissal Act of 1974 (2007 revisions).

## **BIKE SAFETY**

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third through the sixth grades ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack as it is not possible to guarantee their supervision.

## **BIRTHDAY TREATS**

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, ice cream treats, pencils, stickers, small notepads, etc. Please make sure that enough treats are sent for all classmates.

In planning for your child's home party, please do not ask the school to supply you with the addresses and telephone numbers of your child's classmates. Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.

We celebrate each student's birthday at a monthly birthday party.

## **BOOKS AND EQUIPMENT**

Each student is responsible for the good care and return of all books and equipment. He or she should have respect for all school furnishings. When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and in getting them to return the books as soon as possible to the school.

Books and equipment that are lost or destroyed will be valued based on age. An appropriate fine will be charged to the student who has misplaced or misused the material, according to MN Statute 120.74, subd. 1.

**BULLYING - definition of:** Bullying implies an imbalance in power or strength. The student who is being bullied has difficulty defending himself/herself. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

## **BUS TRANSPORTATION**

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus.

If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on any other than their assigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus.

Buses will not transport students for birthday parties or overnight guests (except for daycare).

Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

State law mandates that all students must meet State Bus Training requirements. Students will be provided with training and must meet the basic requirements to be eligible to ride school buses.

The responsibility of a school bus driver is great. They cannot do a good job if there is much distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. A transportation report form is included in this handbook for your information. Please review it with your child/children. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes.

**Questions or concerns regarding bus transportation can be directed to Bennett and Bennett Transportation at 320-564-4766.**

## **YME SCHOOLS ARE NO CELL PHONE ZONES!**

Cell phones are not conducive to a safe, effective learning environment. The use of text messaging and the use of the digital camera feature are violations of confidentiality and infringe on the educational atmosphere. YME will not allow the use of cell phones during the school day. Students are encouraged to leave their cell phones in their lockers or backpacks. If phones are used, staff members have been instructed to confiscate the phone and turn it in to the school office. Phones will be returned at the end of the day. Further violations will result in the phone being confiscated and held for 3 days.

If there is an emergency, please call the office and we will make sure that your student receives the message promptly. All rooms are accessible by email, telephone and/or the intercom and we will deliver messages in a timely manner.

## **COMMUNITY USE OF SCHOOL FACILITIES**

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our physical plant and would like you to see and use it. Call the Community Education office to make arrangements to use the building. 564-4084 x110

## **CONFERENCES AND REPORT CARDS**

Parent-teacher conferences are scheduled in the fall and spring. The purpose of the fall conference is to provide an opportunity for the parent/guardian and the teacher to share information about the child. The spring conference is to inform the parent/guardian of the child's success in school. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades K through 6 at the end of each quarter.

This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades should reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students may be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year. This might include reading and math objective sheets or summary sheets in other areas of the curriculum.

## **DIRECTORY INFORMATION**

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information which it has designated as directory information. (See MSBA/MASA Policy Reference Manual - Model

Policy No. 515.) Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

the student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance (Dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status (e.g. undergraduate or graduate; full-time or part-time); degrees; honors and awards received; and the most recent educational agency or institution attended by the student

Directory information may also include the name, address, and telephone number of the student's parent(s). Data on nonpublic school students collected by a public school is private data and may not be designated as directory information unless prior written consent is given by the child's parent or guardian. Minn. Stat 13.32, Subc. 4a

## **DRESS**

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises for tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of students.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

## **EMERGENCY INFORMATION**

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them.

It is essential that this record be kept current. A new form should be completed at the beginning of each new school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

## **EMERGENCY SCHOOL CLOSINGS**

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. The following radio stations/TV stations will carry early morning announcements of school closings and also announcements relative to early dismissal because of inclement weather:

Radio Stations:      KDMA 1460 AM/KMGM 105.5 /FM - Montevideo/Granite Falls  
                              KMHL 1400 AM - Marshall  
                              WCCO 830 AM - Minneapolis, St. Paul  
                              KLGR 1490 AM - Redwood Falls  
                              KKRC 93.9 FM - Granite Falls  
                              KDJS 95.3 FM - Willmar  
                              K-Q102 102.5 FM- Willmar  
                              KKCK 99.7 FM - Marshall

TV Stations: KARE - Channel 11  
                              KSAX/KSTP - Channel 5 – Alexandria  
                              MVTV - Channel 67 - Granite Falls  
                              WCCO - Channel 4

**If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.**

## **ENGLISH LANGUAGE LEARNER PROGRAM**

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from a certified English as a Second Language instructor.

## **FIELD TRIPS**

Field trips are planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

According to this policy, students may not be able to attend a scheduled field trip if:

1. Students have assignments that are three or more days past due.

- They may not be turned in on the morning of the field trip.
- Parents will be notified three days prior to the field trip that the student's privilege to attend may be denied due to incomplete assignments. They will also be notified the day prior to the field trip if the student will not be allowed to attend.
- Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.

or if:

2. Students have three or more incidents of inappropriate behavior as documented by "BIP Slips"

prior to the

field trip.

- "BIP Slips" are used to document reoccurring acts of inappropriate behavior. Generally, students are warned previous to BIP Slips being completed.
- Warnings will not be given for significant acts of misbehavior such as fighting.
- Students start with a clean slate after each field trip. Behavior incidents between field trips are counted to determine the "three or more."

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent in the fall of each year. Parents may be asked to assist with these field trips. When trips are made in school buses outside the school district boundaries, parents will be notified.

## **FOOD SERVICE PROGRAMS**

Each family has a food services account and all family members eating in school utilize the same account. Payments can be made to the account on an as needed basis. The program will issue a reminder slip to the student when his/her account has only \$5.00 left in the account. The student should in turn take the reminder slip home to the parents/guardians for additional money to pay on the account the next day at school. Money in the account is used for breakfast and/or lunch payment. Parents must complete an application for reduced/free lunches.

Costs: \* Breakfast will be \$1.45 per day or \$29.00 for 20 days.

\* Lunch will be \$2.00 per day or \$40.00 for 20 days.

\* Reduced lunch price is \$.40 per day or \$8.00 for 20 days.

\* Adult meals cost \$3.35

\* K/One students will be charged a minimal snack fee to cover the cost of snacks for the entire school year. Milk will be offered as part of this snack break.

The cost for milk is \$.35 per day or approximately \$7.00 per month, which will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the milk. If you do NOT want your child to have milk during this snack break, please notify the elementary office or your child's teacher.

## **FORBIDDEN ITEMS**

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, water guns, baseballs (hardballs), bats, or pornography. Students are not allowed to use personal CD/tape players with headsets or MP3/iPods during school hours. These items, plus anything else which causes problems of control at school, will be taken from students. A copy of the district's weapon policy is included at the back of this handbook. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children.

## **GANG RELATED ITEMS**

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with parents or guardian occurs to resolve the issue.

## **GUM POLICY**

**Our school is a gum-limited school. Gum is only allowed at school with permission.**

## **GYM SHOES/PHY. ED.**

It is school policy that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. We recommend mid-weight shoes with arch supports and cushioned soles.

All students will need a swimsuit and towel for the fall and spring swimming units.

If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

## **HEALTH SERVICES**

A Health Service Aide is on duty each day to provide health and educational services. The school nurse is available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication, such as an allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the nurse and/or teacher know.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters which appear to require professional medical treatment or attention.

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the health service aide so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction.

Children should not return to school unless they have been without a fever for 24 hours after common illnesses such as colds and flu. Guidelines for readmittance to school for the following communicable diseases are:

\*Chicken Pox - Readmitted no sooner than 7 days from onset of rash, no fever present and pox must be dry.

\*Scarletina and Strep Throat - Readmitted after having been on antibiotics for at least 24 hrs. and no fever present.

\*Impetigo - Readmitted after adequate medical treatment or when all lesions are healed.

\*Pinkeye (Conjunctivitis) - Readmitted after eyes are clear with no drainage present.

\*Head Lice (Pediculosis) - Readmitted after treatment with a pediculocide shampoo and clothes have been laundered. Must be checked by health service on readmission to school.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an appointed staff member. No medication will be given without the written permission from the parent. It must be sent in its original container which is labeled with the child's name.

When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the emergency card will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

## **HOW TO HELP YOUR CHILD'S PROGRESS**

There are many ways in which the home can help directly and indirectly to insure the best educational progress for each child.

\* A growing child must have plenty of good food to supply energy for work and play. A wholesome and adequate breakfast is particularly important.

\*A growing body needs plenty of rest. Children ages six to nine need 10 to 12 hours of sleep. Children ages nine to eleven need 10 to 11 hours of sleep.

\*The home should continually strive toward providing an environment which provides love, confidence, understanding and the feeling of security for the child.

\*A child's school day is his or her working day. As important as private lessons in music and dancing or club meetings may be, the child still needs free time to choose his or her own activity or relaxation.

\*Demonstrate to your child a genuine interest in his or her school and school activities.

\*Help your child with homework by providing your time and a work space.

## **HOMEBOUND OR HOSPITAL INSTRUCTION**

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

## **HOMEWORK**

Homework policies vary from team to team, among teachers, and from subject to subject. Homework policies will be explained to parents by individual teachers.

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The amount may vary from day to day. Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

Students having assignments three or more days past due may be required to stay after school until all late work has been completed. Parents will be kept informed and will be notified by the classroom teacher in the event that the student remains after school.

All 3rd, 4th, 5th, and 6th graders will be required to have a daily assignment book which is provided by the school. Any questions regarding homework or homework policies should be directed to your child's classroom teacher.

### **INSURANCE**

Information will be sent home prior to the start of school or with your children on the first day of school regarding accident insurance for school age children. This service is provided through a private agency for your convenience. It is completely optional.

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force or purchase accident insurance as described above.

### **KINDERGARTEN REGISTRATION/ORIENTATION**

Each spring our school conducts a registration drive for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into school. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

### **LASER POSSESSION**

REFER TO SCHOOL DISTRICT LASER POLICY (Pg. 21) OF THIS HANDBOOK.

The Yellow Medicine East school district prohibits the possession of laser lights by students. Students may be suspended from school for up to two days for possessing a laser light in school.

### **LATEX POLICY**

The Yellow Medicine East school board has passed a resolution that no latex products will be allowed in the district school buildings. This resolution was made to address the increasing number of latex allergies to people of all ages. This ban includes balloons, gloves, erasers, or any other product made from latex rubber.

### **LOCKERS**

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when we have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### **LOST AND FOUND**

All lost articles found at school are kept in a special depository where students or parents may come to claim them.

- \* It is a good idea to put your child's name on articles of clothing that may become lost.
- \* Encourage your child to check the collection if they are missing something.
- \* When an article is lost, don't let time lapse before trying to locate it.
- \* Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year.

## **MONEY**

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (Ex. field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

## **OUTSIDE ACTIVITY AND RECESS**

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is the criteria used and is applied as follows:

- \* Warmer than 0 degrees -- outside activity/recess for all students.
- \* Between 0 degrees and -10 degrees -- activity/recess time shortened.
- \* Colder than -10 degrees -- indoor recess for all students.

## **REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION**

The Yellow Medicine East School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 2190 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described in the Procedure for Review of Curriculum Content and Alternative Instruction (copy available in the office) policy. The intent of this procedure is to provide parent and guardians the opportunity to review instructional materials, address concerns and propose alternative instruction for their child. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

## **SCHOOL BULLETINS AND NEWSLETTERS**

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. These may also be emailed and/or posted on the school web site.

## **SCHOOL PATROL**

Students in the fifth and sixth grades serve the school as School Patrol Officers on a volunteer basis. They assist the walking students at the crossings near the school (on 7th Avenue only) both before and after school. All students are asked to respect and obey these officers.

## **SCHOOL PICTURES/MEMORY BOOK**

Our school contracts annually to have pictures taken of the school children during the early part of September. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Memory Book each spring that contains pictures of all students and a variety of candid shots as well. Information regarding the Memory Book will be sent home with students.

## **SCHOOL SECURITY**

Our district has implemented a proactive security policy in an attempt to make our school a safe place for all our students. The following security procedures have been implemented:

All buildings will be implementing more controlled access. This means that in the morning prior to the start of the school day, only designated doors to our building will be unlocked allowing access into the building.

All other buildings in the district will follow similar procedures. Certain doors will be unlocked and monitored in the morning prior to the start of the school day and will then be locked with limited and

controlled access to the building. Signs at each entry door will direct visitors to the doors that are open during the school day.

All visitors to the building will be required to report to the office. Those visitors wishing to visit classrooms or staff outside the office area will be required to sign in and wear a visitor sticker. Visitors entering a classroom or other areas of the school without a sticker will be directed to the office. I would still encourage you to visit your child's classroom as often as you like. The policy is not meant to limit or curtail parents visiting classrooms. You are still an important part of our school family and we would encourage you to remain active in your child's school life. These new policies are meant only to provide increased safety and security.

If you bring your child to school on a daily basis and would like to walk them into the building, we would ask that you bring them only as far as the entrance and then send them on their own to the classroom. Students being dismissed early by the request of the parent will be required to meet their parents in the office. Likewise, if you choose to pick up your child after school, you will need to meet them in the east entrance lobby or outside the building. There may be emergency situations that require dismissing students from the classroom, but students will then be released only to parents or others cleared by the office.

While statistics tell us that the likelihood of being struck by lightning is far greater than that of being injured or killed in a random shooting act in school, we believe these security measures will make our schools a safer place for all. Although these security measures may be an inconvenience to some degree, it is our belief that the additional security and safety far outweighs the inconvenience. With the various events and incidents around the state and nation, we trust that you will understand why we feel it is important to take extra steps towards building security.

**REFER TO THE SCHOOL DISTRICT POLICY RELATING TO  
SCHOOL VISITATION (Pg. 24-25) OF THIS HANDBOOK.**

**SMOKE FREE ENVIRONMENT**

Smoking and the use of tobacco products has been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and nonsmokers. As a result of concern on the part of the staff, students, citizens, and the Board of Education, smoking and/or the use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Violations to this policy will be handled as outlined in the district's Smoke Free Environment policy.

**STUDENT RECORDS**

The school has on file the grades, attendance records, standardized test scores and discipline records that have resulted from your child's work since they started school. If your child has attended schools other than Yellow Medicine East, these records will also be on file. The parent or guardian may see the contents of these records by making an appointment with the principal or secretary. You may have copies made of anything in the school record at a cost of \$1.00. You are not permitted to take the original record out of the office. Statements from the parent/guardian may be placed in the student's record if it pertains to school work.

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education.

Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

## **SUPPLIES**

Students are always expected to be prepared for their school work. This includes having work completed and having necessary supplies, especially paper and pencils. Parents are requested periodically to check to make sure their children have all the necessary materials. A school supply list is on the school's website.

## **TELEPHONE CALLS**

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child's school on a school day between 7:30 a.m. and 4:00 p.m., dial Bert Raney Elementary at 564-4082 ext. 3. The school secretary will relay messages to students.

Student use of the school telephone is discouraged. Students will be allowed to use the phone only in cases of emergency. **After-school plans should be made prior to leaving home in the morning.**

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

## **TESTING**

Students in the second through the sixth grades take standardized ability and scholastic achievement tests in the spring of each year. All 3rd-6th grade students take the Minnesota Comprehensive Assessments. All 4th graders will also take the NAEP (National Assessment of Educational Progress). All ESL students take the TEAE or MN-SOLOM test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

## **TITLE I**

The Title I program is available to assist students who are experiencing difficulty in reading. Any student may qualify for service on test scores and parent and teacher judgments. A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences. Each Yellow Medicine East elementary school will have a Title I program designed for their specific needs and the program will vary between buildings.

## **VISITORS AND VOLUNTEERS AT SCHOOL**

Parents are always welcome at Yellow Medicine East elementary schools. We encourage parents and grandparents or anyone interested, to visit school during the school day. If you wish to visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom might be disruptive to the schedule, such as standardized testing week. Visitors are requested to sign in at the elementary office before visiting other parts of the building. Visiting by children from other schools is discouraged.

We welcome parent volunteers! Each fall a Parent Volunteer form is sent home. If you are interested in some aspect of volunteering, please complete the form and return it to school. You may also contact your child's classroom teacher directly and volunteer your services. Volunteers are an important part of school life and are most welcome and appreciated at Yellow Medicine East elementary schools.

**REFER TO THE DISTRICT POLICY RELATING TO VISITATION (Pg. 24-25) OF THIS HANDBOOK.**

## **WEAPONS**

Students are not allowed to have any weapons in their possession on school property. Possession of a weapon refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. Possession may result in a variety of disciplinary actions including suspension or expulsion.

**REFER TO WEAPONS/ASSAULT POLICY SECTION (Pg. 22-23) OF THIS HANDBOOK**

## STUDENT'S RIGHTS AND RESPONSIBILITIES

### MY RIGHTS

I have the right to be happy and to be treated with compassion in this school: this means that no one will laugh at me or hurt my feelings.

I have the right to be myself in this school: this means that no one will treat me unfairly because I am one color or another color, fat or thin, tall or short, boy or girl, adult or child.

I have the right to be safe in this school: this means that no one will hit me, kick me, push me, pinch me, threaten me or hurt me.

I have the right to expect my property to be safe in this school.

I have the right to hear and be heard in this school: this means that no one will yell, scream, shout, make loud noises or otherwise disturb me.

I have the right to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished.

I have the right to be helped to learn self-control in this school: this means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.

I have the right to expect that all these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

### MY RESPONSIBILITIES

I have the responsibility to treat others with compassion: this means that I will not laugh at others, tease others or try to hurt the feelings of others.

I have the responsibility to respect others as individuals and not to treat others unfairly because they are one color or another color, fat or thin, tall or short, boy or girl, adult or child.

I have the responsibility to make the school safe by not hitting anyone, kicking anyone, pushing anyone, threatening anyone or hurting anyone.

I have the responsibility not to steal or destroy the property of others.

I have the responsibility to help maintain a calm and quiet school: this means I will not yell, scream, shout, make loud noises or otherwise disturb others.

I have the responsibility to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished and I will not interrupt or punish others who express their feelings and opinions.

I have the responsibility to learn self-control in this school: this means I will strive to exercise my rights without denying the same rights to others and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.

I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

## YELLOW MEDICINE EAST DISTRICT ATTENDANCE POLICY

I. The obligation of the family, other caregivers, the community at large, and Yellow Medicine East schools is to ensure that students recognize that regular attendance contributes to success in school. Yellow Medicine East promotes such attendance as one of its highest priorities.

II. Students' attendance is essential to learning at a continuously higher level. Learning includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight earned during class discussion, explanation, or supervised drill. Every absence interrupts a student's understanding of the material being presented and weakens his/her interest in the continuing program. Each student contributes to the learning atmosphere.

III. The student, parent, legal guardian or care giver, and the school will continually seek ways to cooperate to achieve positive attitudes and habits toward regular school attendance. Students are provided opportunities to exercise self-discipline within the framework of the stated policy.

**IV. A close correlation between attendance and scholastic achievement has always existed. Likewise, success in the job market is also dependent upon establishing good attendance patterns and work habits. It is with these thoughts in mind that the attendance policy has been developed. It is our objective to assist students in developing more responsibility and to maintain acceptable attendance behavior. The daily student/teacher/peer dialogue is extremely important and can't be duplicated effectively outside of school.**

### **Students need to be in school in order to become:**

**Effective Citizens:** Knowledgeable voters, productive workers, critical thinkers, and problem-solvers.

**Prepared to live in a society:** Honest, industrious, tolerant, responsible, cooperative and respectful.

**Prepared for the "next step":** Further education, employment, vocational training, lifelong learning.

**Accordingly, the Board considers it necessary that a firm attendance policy be established to encourage the total education of the student within the district. Therefore, the following policy is established:**

1. On the morning that a student is absent due to illness or other emergency, the parent or guardian needs to telephone the school office, (Bert Raney Elementary: 320-564-4082; YME Junior/Senior High: 320-564-4083), between 7:30 a.m. and 10:00 a.m. to report the absence. If the absence continues for more than one day, parents are asked to call; each morning until the student returns.
2. Your call is important for the effectiveness of our attendance procedure. **Upon returning to school, a student must present a written note before returning to class.**

The written excuse must contain the following information:

- \* **Student's full name** \* **Days and dates absent** \* **Reason for absence**
- \* **Parent/Guardian signature or doctor's signature and printed name/clinic.**

**IF A PHONE CALL IS NOT RECEIVED OR A WRITTEN EXCUSE IS NOT SUBMITTED, THE STUDENT'S ABSENCE WILL BE UNEXCUSED.**

**NOTE:** The school reserves the right to request verification on all calls and notes.

**Excused Absences:** A student's absence will be excused if it meets any of the following requirements:

1. Personal illness of the student;
2. Family emergencies;
3. For participation in a school approved activity;
4. Upon advance request, (not less than 3 days) by the student's parent or guardian for purposes recognized by the district, provided that the absence does not cause a serious adverse effect

upon the student's educational progress. Purposes recognized by the district include, but are not limited to:

- a. dental or health appointments not able to be scheduled for after school
  - b. religious observances; and,
  - c. educational trips or activities; and,
5. Orders of the court.

**Unexcused Absences:** An absence that does not qualify under the above criteria, or for which no written notice from the student's parent/guardian is received, is unexcused. A student whose absence is not excused will experience the consequences of his/her absence.

**The following will occur when implementing the attendance policy:**

1. The administration will send out a letter to the parent/guardian, with attached attendance sheets and potential legal consequences for truancy after the student has reached 3 unexcused absences;
2. At 5 unexcused absences, the Building Administrator will schedule a conference with the parent/guardian and student. The purpose of this conference will be to establish the reason(s) behind the truancy, contract for behavior change, make appropriate referrals and provide opportunities for academic support; and,
3. At 7 unexcused absences, YME will file truancy with the County Attorney.

**TRUANCY:** Refers to situations where the student willfully fails to attend school with or without the parent or care giver's knowledge and with or without the school's permission, is somewhere in the school without authorization, does not attend class as expected, or leaves the school without authorization.

**TARDINESS:** Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardies. Parents or guardians shall be notified of all penalties regarding tardiness.

**YELLOW MEDICINE EAST BACKGROUND CHECK POLICY**

**Mandatory Background Checks For All Employees/Volunteers**

All newly hired employees of Yellow Medicine East – ISD 2190, including volunteers, will be subject to a background check pursuant to Minnesota Statute 123B.03 before beginning employment.

The cost of the background check for a volunteer will be paid by ISD 2190. Background checks for employees will be at their own expense.

**YELLOW MEDICINE EAST BEHAVIOR MANAGEMENT POLICY**

**GOALS:**

1. Enhance the behavior of students.
2. Raise the quality of work done by students.
3. Enhance the attitude of both students and teachers towards school and learning.
4. Provide a systematic approach to teaching students such outcomes as self-discipline, self-management, respect, responsibility, planning, organization, persistence, tact, courtesy, and coping skills.
5. Model expected behavior with students.

**EXPECTED BEHAVIORS:**

1. To follow established behaviors for the classroom, the school building, the lunchroom, and the playground.
2. To talk appropriately and respectfully to adults and peers.
3. To refrain from having physical contact with adults and peers.

Specific behaviors for individual classrooms, the lunchroom, and the playground will be developed by each grade level. This will help to ensure that the behaviors expected are appropriate to the age of the students.

## **INTERVENTIONS FOR DISRUPTIVE BEHAVIORS:**

**Step 1** Staff member observes behavior and decides to ignore it or send a nonverbal message of disapproval.

1. If within a reasonable amount of time (30 seconds to 1 minute) it appears that a resolution to the immediate problem is not likely...
2. The staff person will redirect student to correct behavior. If the student responds to this request in an acceptable manner, nothing else will be done except to praise.
3. If the student does not indicate a willingness to solve the difficulty...

**Step 2** And behavior continues: Staff person will give verbal directions to stop disruptive behavior in 30 seconds. (No pleading or compromising with the student.)

**Step 3** Behavior continues: The student is required to complete a "BIP Slip" in an acceptable manner approved by a staff member. The "BIP Slip" must be completed and reviewed before returning to classroom activities. Students in the early grades will complete the "BIP Slip" with an adult.

### **Expectations for "BIP" completion (Behavior Improvement Plan).**

1. Student will sit in a specified area as directed by staff member.
2. Student will have only the materials requested by staff member.
3. "BIP Slip" will be discussed with staff member before the student is welcomed back to the classroom activities. A consequence resulting from the inappropriate behavior is determined by the adult in charge and recorded on the "BIP slip".

**Step 4** The student returns to class or if the behavior continues, the student enters into step 5 which calls for In School Suspension.

**Step 5** The student is sent to the office for In School Suspension with their incomplete "BIP Slip". The student is then given two choices:

1. Work out the problem on his/her own through the BIP.
2. Discuss and work out the problem with a staff person.

The student will spend a minimum of 30 minutes when directed to In School Suspension. Time will begin when the student is compliant with the expectations and is working on a plan to reenter their classroom. To reenter the classroom, the student must submit a written resolution for staff approval.

**Step 6** If In School Suspension is not successful through the two interventions offered, upon the third demonstration of inappropriate behavior, the student may be told, "You have now earned Out of School Suspension, we will notify your parents that you will be coming home." Students assigned Out of School Suspension will be given a list of assignments that must be completed prior to returning to school. This ensures that students can earn credit and keep up with academic work when they have earned Out of School Suspension. If Out of School Suspension is implemented in the AM, the student will be allowed to return to school the next day. If implemented in the PM, the student will not be allowed to return to school for one full school day. For example, if implemented on Monday afternoon, the student will be allowed to return to school on Wednesday. Students will be required to complete a reentry plan with their classroom teacher or other designated staff person before reentering the classroom after Out of School Suspension.

### **Special Notice:**

If at any time during these six steps of planned interventions, the student would demonstrate significant physical or verbal behavior to self, others, or school property, Dismissal or Suspension from

school may be earned immediately. The following behaviors may result in immediate dismissal or suspension from school:

- Blatant defiance of a staff request
- Physical contact meant to harm another
- Display of vulgar language
- Behavior that degrades another's ethnic origin or sex

Parents will be notified of student behavior that progresses from Step 2 to the Out of School Suspension implementation. The student will be required to have a parent signature on the "BIP slip" prior to returning to class the following day. The parent may also be contacted by phone.

Repeated inappropriate behaviors requiring students to complete "BIP Slips" may result in the student being required to attend after school behavior classes. These classes will focus on lessons addressing the following topics:

Name Calling; Inappropriate Language; Poor Manners; Problem Solving; Aggression; Anger; Overreacting; Facing Consequences.

Continued inappropriate behaviors by a student may result in additional assigned consequences or in longer periods of In School Suspension or Dismissal or Suspension from school.

## **TITLE IX POLICY**

Notice to students:

Implementation to Title IX, Education Amendments of 1972 Prohibiting Sex Discrimination in Education.

In our knowledge-based society, equal opportunity in education is fundamental to equality in all forms of human endeavor. As an affirmation of the principals of equality upon which our nation was founded, our school district policy supports Title IX. Our Affirmative Action Policy assures nondiscrimination on the basis of sex, race, color, religion, national origin, age, or disability in all education programs and activities including treatment of students, access to programs, athletics, facilities, counseling and scholarships.

No person shall be denied admission or be subjected to discrimination on the basis of sex in admission to our school. Students shall not be treated differently on the basis of sex regarding their marital or parental status.

The local school board has designated the Superintendent as official Title IX and EEO Compliance Officer to coordinate the district's efforts to ensure compliance with Title IX and carry out its responsibilities. Any complaint of discrimination may be communicated to the Superintendent and an investigation will be conducted. A grievance procedure, which provides a prompt and fair resolution of complaints alleging any act of discrimination, has been established and is available to all students.

## **SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY**

Yellow Medicine East Schools believe that all individuals should be treated with respect and dignity.

Students should be able to attend school in an environment that is free from sexual harassment and sexual violence. Yellow Medicine East Schools will not tolerate behavior or activities to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence.

Sexual Harassment can include many things:

- Telling lies or spreading rumors about a person's personal life.
- Unwanted sexual teasing, jokes, remarks or questions.
- Unwanted deliberate touching.
- Sexual comments, innuendoes or stories.

Sexual harassment is any unwelcome sexual advances and other verbal or physical conduct of a sexual nature. It is also in the eye of the beholder - what is comfortable for one person may be hurtful harassment to another. If you are not sure how another person feels about what you are saying or doing, stop the potentially harassing behavior.

Any person who believes that he or she has been the victim of sexual harassment or sexual violence, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to the Principal or directly to the Superintendent. Retaliation is as intolerable as the act itself. Students need to inform school officials if retaliation occurs.

## **RELIGIOUS AND RACIAL HARASSMENT POLICY**

Yellow Medicine East Schools believe that all individuals should be treated with respect and dignity.

Students should be able to attend school in an environment that is free from religious or racial harassment. Yellow Medicine East Schools will not tolerate behavior or activities to harass a person through conduct or communication that is determined to be religious or racial harassment.

Religious or racial harassment may include unwelcome comments, slurs, remarks or communication of any kind regarding religious or ethnic origin that is demeaning or offensive. Religious and/or racial harassment takes its toll on the victim's self-esteem and self-confidence and it will not be tolerated at Yellow Medicine East Schools.

Any person who believes that he or she has been the victim of religious or racial harassment, or any third person with knowledge or belief of conduct which may constitute religious or racial harassment should report the alleged acts immediately to the Principal or directly to the Superintendent. Retaliation is as intolerable as the act itself. Students need to inform school officials if retaliation occurs.

## **WEAPONS / ASSAULT POLICY**

### **A. WEAPONS**

Weapons means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun(including pellet guns, look-alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, ammunition.

Possession of a weapon refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

Possession of a weapon may result in:

1. An initial suspension for five (5) days
2. Confiscation of the weapon
3. Contacting the police department
4. A recommendation to the Superintendent that the student be expelled.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

### **B. ASSAULT**

1. A threat of bodily harm or death to another person, without material physical contact, may result in a parent/guardian conference and an initial suspension of up to ten (10) days for students in grades K - 12.

2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with “weapons.”

3. Students in grades K - 12 who engage in fighting with another person may be suspended from the classroom or from the building for ten (10) days. Recess or other school privileges may be taken away. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving, or scuffling.”

4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy with “weapons.”

5. Direct attack on another person: Students in grades K - 4 may receive a one (1) to five (5) day suspension. Students in grades 5 - 12 will be initially suspended for five (5) days and may be recommended to the Superintendent for expulsion.

## **LASER POLICY**

### **Unauthorized Possession of Laser Lights**

The district recognizes that the student use of laser lights in the school setting for the purpose of shining them in the eyes of a peer or adult, has the potential of causing permanent physical eye damage. For this reason, laser light possession by students is strictly prohibited.

### **Procedure for Handling Unauthorized Possession of Laser Lights in the School Setting**

Any student who is in unauthorized possession of a laser light in the school setting may be suspended from school for up to two days. The principal or principal's designee will immediately confiscate the laser light and will notify the parent/guardian of the offense and disciplinary action. All laser lights will be confiscated and turned over to the parent/guardian upon request.

## **COMPUTER INFO - PARENT ONLINE ACCESS (Parent Portal)**

The YME attendance and grading program includes the option for parents/guardians to have access to view student's grades, attendance, lunch accounts and grad standard information. This is all done through the Internet using a web browser. If you have not already done so, you may sign up for access to this program at the elementary office.

## **COMPUTER USE POLICY**

Students in District 2190 use computers and the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Following is the Yellow Medicine East School's Acceptable Use Policy Guidelines:

All users are expected to abide by the generally accepted rules of computer, network, e-mail, and Internet etiquette. The following guidelines are the minimum taught to all district students.

\* **Be polite.** Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.

\* **Use appropriate language.** Do not swear, use vulgarities or any other inappropriate language.

\* **Do not reveal personal data.** This includes addresses or the phone numbers of students or colleagues to unknown Internet users.

\* **E-mail is not guaranteed to be private.** The System Administrator has access to all e-mail and will monitor it at their discretion. Messages relating to or in support of illegal activities will be reported to the authorities.

\* **Publishing student produced work.** Any items produced by the students will not be posted to the Internet without the instructor's and administrator's permission. If permission is granted, items will be considered fair use and available to the public.

**There are some unacceptable uses of the networks, computers, software, Internet, e-mail, and all other peripherals. These include, but are not limited to:**

- To access, upload, download or distribute pornographic, obscene or sexually explicit material.
- To transmit obscene, abusive or sexually explicit language.
- To violate any local, state or federal statute.
- To vandalize, damage or disable the property of another person, organization or school district.
- For unauthorized commercial use and/or financial gain of the user.
- Degrading or disrupting computer hardware/software or system performance.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to e-mail, computers CD-roms, data, and all other resources or entities.
- To violate copyright laws, or otherwise use another person's intellectual property without their prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer.
- To access another person's materials, information or files without the implied or direct permission of that person.
- Using an e-mail account owned by another user, with or without their permission.

## **VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

### **II. GENERAL STATEMENT OF POLICY**

A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **III. RESPONSIBILITY**

A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students, and advisory groups as necessary, and shall be communicated to the school community and the general public.

Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

### **IV. VISITOR LIMITATIONS**

A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

## **Definitions/Procedures Relating to Visitors to School District Buildings/Sites**

The Minnesota School Trespass Law, Minn. Statute 609.605, subd. 4, can be used to control and restrain visitor access. The School Trespass Law makes it a misdemeanor for an individual to trespass in a school building. A "trespasser" is defined as anyone who is not an enrolled student, a parent or guardian of an enrolled student, an employee, an invited individual, a person attending a school event, class, or meeting, or a visitor who has reported into the school in the manner required of visitors. A principal or designee may detain an individual for reasonable cause for a reasonable period of time, and cannot be held civilly or criminally liable for detaining a suspected trespasser if the action is based upon reasonable cause. In extreme instances, the school district may consider seeking an injunction restraining an individual access to the school.

### **Specific Procedures for School Visitations and Visitors shall include:**

- 1) Signs will be placed by all doors of the school building, including service entrances, which will direct all visitors to register in the administrative office.
- 2) All visitors are required to register at the administrative office upon arrival or departure.
- 3) A designated office person will, if requested or deemed necessary, escort the visitor to the areas sought to be visited.
- 4) Unfamiliar visitors may be questioned, and may be directed to the administrative office to register.
- 5) Visitors who wish to meet with teachers will be restricted to the hours that teachers are not with students, unless permission is granted otherwise.
- 6) The building administrator has the discretion to deny a request to visit the school.
- 7) School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing the visits to school buildings.
- 8) Building administrators have the discretion to implement the requirement that visitors wear a brightly colored visitor badge to signify their status and the fact that school administration has authorized their presence in the building. This would include the date and time of the visit if deemed necessary.

Legal References: Minn. Stat. 123.33, Subd. 1 (School Board Powers)

Minn. Stat. 609.605, Subd. 4 (Trespasses on School Property)

## **Yellow Medicine East Public Schools School Discipline Policy**

### **1. Statement of Policy:**

It is the position of the Yellow Medicine East Public Schools that a fair and equitable school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this school discipline policy has been adopted.

It is the responsibility of the school boards, administrators, and teachers to safeguard the health and safety of each student. The school boards and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statutes, state board of education regulations, and this policy.

### **2. General Powers of School Boards:**

In Minnesota, the care, management and control of each school district is vested in the school board (Minn. Stat. 123.33, Subd. 1.). As part of its powers and duties, the school board clearly has the authority and responsibility to establish reasonable rules and regulations to govern student conduct. The Minnesota Supreme court has held that the rules of a school board will not be overturned by a court unless they are clearly arbitrary or unreasonable.

Minn. Stat. 120.06 provides that "Notwithstanding the provisions of any law to the contrary, the conduct of all students under the age of 21 attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local school board." Any due process procedures which may be established by a board to govern suspensions, expulsions and exclusions must be in compliance with the provisions of the Pupil Fair Dismissal Act of 1974, Minn. Stat. 127.26 to 127.39 and the changes and additions made to that law in 1983, Minn. Stat. 127.40 to 127.42.

### **3. Rules of Conduct:**

All students who attend Yellow Medicine East Public Schools have the right to learn and participate in all aspects of the school program in a secure learning atmosphere, safe from disruptive behavior or harm from other students. Disciplinary action may be taken against students for any behavior which disrupts good order or violates the rights of others.

#### **A. General Conduct:**

1. The following acts are unacceptable behavior subject to disciplinary action in the schools:
  - No student has the right to stop a teacher from teaching.
  - No student has the right to interfere with another's learning.
  - No student has the right to act in a manner that is harmful to himself/herself or others.

#### **B. Truancy and Unauthorized Absences:**

1. As required by current statutes, regulations of the State Department of Education, and the school boards of these districts, students shall be in attendance each day school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal, or his/her lawful designee. Whenever an absence can be foretold, the student should make up the work in advance. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time (for example: double the time of the absence).

2. Truancy, for the purposes of this policy, is the absence of oneself from school or class without the approval of the school.

3. If a student develops a pattern of absences or tardiness to school or class, disciplinary action will be taken. This action will include but not be limited to, detention, conference with parent(s) and/or guardian, suspensions, or summer school. Family Services and probation offices may be involved in solving instances of excessive truancy.

#### **C. Damage to School or Personal Property:**

1. **Vandalism:** damage or destruction of school property or property of others by students is vandalism.

2. **Theft** is the act of intentionally and without claim of right, taking, using, transferring, concealing or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

#### **D. Threats and Disruptions:**

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable behavior.

2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

3. **Physical Assault/Fighting:** Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another, this includes off campus immediately before and after school and open/closed lunch hour.

4. **Verbal Assault/Non-Verbal Assault:** Verbal assaults are abusive, threatening, profane or obscene language, either oral or written by a student or staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

5. **Non-Verbal Assault:** includes but is not limited to, gestures, intimidation or other forms of unacceptable behavior.

6. **Trespassing:** when ordered to leave school property and willfully refuses upon request may result in removal by law enforcement officials.

#### **E. Dangerous, Harmful, and Nuisance Substances and Articles:**

1. **Alcohol:** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, at school-sponsored activities, in school transportation or areas adjacent to the schools.

2. **Drugs:** Students are prohibited from using, possessing, distributing or being under the influence of illegal drugs or narcotics at school, on school grounds, at school-sponsored activities, in school transportation or areas adjacent to the school.

**3. Tobacco:** Tobacco use by students is prohibited at school, on school grounds, at school-sponsored activities, in school transportation or areas adjacent to the school.

**4. Harmful or Nuisance Articles:** The possession or use of articles that are a nuisance, illegal or that may cause harm to persons or property is prohibited at school, on school grounds, at school-sponsored activities or in school transportation.

**5. Weapons:** Weapon means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun (including pellet guns, look-alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, ammunition.

Possession refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

**F. Additional Activities Which Constitute Unacceptable Behavior:**

1. Willful conduct which materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the pupils, or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy.
4. State/Local Laws: The violation of any state or local law or the violation of any federal law is unacceptable behavior.
5. Failure to identify oneself: Failure to provide proper identification upon request of a staff member is unacceptable behavior.
6. Insubordination: The refusal to obey a reasonable request of any employee of the school district.

**G. Extra Curricular Activities:**

1. Students can and will be excluded from extra curricular activities when behavior is unbecoming of and/or a discredit to the school. Students involved in extra curricular activities need to regard participation as a privilege and will be held to higher standards of conduct. All fines and charges must be paid prior to participation.

**H. Obscenity/Indecency:**

1. The act of using obscene language in verbal or written form or in pictures or caricature in or on school property is unacceptable behavior.
2. The act of offending against the commonly recognized standards of good taste, including but not limited to the use of vulgar language, suggestive or offending T-shirts, caps, (i.e. apparel with sexually suggestive comments, diagrams, pictures, lewd language or sexual innuendoes) etc., is unacceptable behavior.

**I. Gang Related Paraphernalia**

1. Students who put symbols on notebooks, clothing, etc. will not be tolerated, this behavior will not be allowed.
2. Collectible material will be confiscated and sent to the office. If the student is not cooperative with the school employee, the student will be referred to the principal's office.
3. Students with gang related clothing, caps, flags, etc. will be sent to the office immediately. Students who are not cooperative or continue to wear or put symbols on clothing, notebooks, etc. will be removed from school until a conference with parents/guardians occurs to resolve the issue(s).

**J. Disciplinary Action:**

1. Disciplinary action may include but is not limited to: Meeting with the teacher, counselor, or principal; Detention; Referral to a mentor and/or other school or non-school resources; Loss of school privileges; Parental conference with school staff; Modified school programs; Removal from class; Suspension; Exclusion; Expulsion; Involvement with law enforcement, courts, etc.

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind  
And they fashioned it with care.  
One was a teacher; the tools he used  
Were books, music and art.  
One a parent, who worked with a guiding hand,  
And a gentle, loving heart.  
Day after day, the teacher toiled  
With a touch that was deft and sure  
While the parent labored by his side,  
And polished and smoothed it o'er.  
And when at last their task was done  
They were proud of what they had wrought.  
For the things they had molded into the child,  
Could be neither sold or bought.  
And each agreed he would have failed  
For  
Behind the teacher stood the school,  
And  
Behind the parent, the home.

By Cleo V. Swarat

# YELLOW MEDICINE EAST – ISD 2190

Serving the communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run & Upper Sioux

Allen Stoeckman, Superintendent  
450 9<sup>th</sup> Avenue - Granite Falls, MN 56241  
Phone: 320-564-4081 - Fax: 320-564-4781



## *Yellow Medicine East School Board Meeting Dates 2009-2010*

Meetings will be held in the YME Board Room and will begin at 7:00 pm.

July 13  
August 10  
September 14  
October 12  
November 9  
December 14  
January 11  
February 8  
March 8  
April 12  
May 10  
June 14

If necessary, second meetings will be held on the fourth Monday of the month in the YME Board Room and will begin at 7:00 pm.

Meeting time and location are subject to change at the discretion of the Board.

YME HIGH SCHOOL  
Karen Norell, Principal  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4083  
Fax: 320-564-4782

BERT RANEY ELEMENTARY  
Stacy Hinz, Principal  
555 7<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4082  
Fax: 320-564-4427

ACTIVITIES & COMMUNITY EDUCATION  
Tim Knapper, Director  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4084  
Fax: 320-564-4781

MVCC - SPECIAL EDUCATION  
Cindy Loe, Director  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4084  
Fax: 320-564-4781

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING SCHOOL TO BE HELD ON OCTOBER 12, 2009**

Whereas the School Board does not recognize October 12, 2009, Columbus Day, as a holiday,

Be it resolved, by the School Board of Independent School District No. 2190, as follows:

*That the School District intends to conduct school, hold School Board meetings,  
and other such business on this date.*

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_

and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

## Attachment 99 Performance Criteria due at MDE 7/24/2009

### General Comments

- School district personnel shall be involved in the process of completing this section. This section cannot be completed as a "turnkey" process.
- Responsibility for Health and Safety belongs at the district level. The task can, in certain circumstances, be delegated to employees or contractors, but not the responsibility.
- There must be a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information.
- Attachment 99 replaces Attachment 4 as a reporting requirement. Only Attachment 99 and not Attachment 4 shall be reported to MDE. Attachment 4 should be used by your district to internally review all Health and Safety programs. MDE is phasing in topics a portion each year until they are all entirely included. For 2009 Pay 2010, no changes have been made and the topics are limited to Indoor Air Quality, Safety Committees, Laboratory Safety, Confined Spaces and Employee Right-To-Know. Specific performance criteria are described and the district must either verify they will meet MDE's criteria or provide their own. Either way, districts will be held to their board-adopted performance criteria. Substituted criteria which is not performance based is an unacceptable report.
- Districts are required to follow the directions shown below and return the completed, board-certified Attachment 99 in order to receive H&S funding for 2009 Pay 2010. All H&S new funding will be delayed until Attachment 99 is received and verified.
- H&S Management Assistance professionals will key their reporting to the elements in this Attachment. This is part of MDE's plan to verify that the district is meeting its performance criteria commitment and has conducted a hazard assessment and adopted plans for hazard removal, per page 57 of this Attachment. A district may not refuse access by a Management Assistance professional to accomplish this task and the MDE will not process requests for funding approval without a properly completed Attachment 99. See Attachment 9 for MDE involvement with the Management Assistance program.

### Completion Steps for Attachment 99

- District reviews its health and safety hazards, plans/programs to manage them, and this letter and attachments.
- District reviews Attachment 99, affirms each element by highlighting or otherwise indicating, and completes all forms accurately. The attachment is designed to be a "turn-around document."
- School board validates the information on Attachment 99, certifying that the information in the completed Attachment 99 H&S Performance Criteria will be implemented during school year 2009-2010. In this manner the board, as the policy-setting authority, recognizes and accepts its responsibility for Health and Safety in a manner satisfactory to MDE. A copy of the board-approved minutes and agenda must be attached.
- District returns Attachment 99 in time to arrive at MDE, attn Audrey Bomstad, or alternatively each region Management Assistance professional, no later than July 24, 2009. Late submissions are strongly discouraged.
- Electronic submission is acceptable and is preferred. Otherwise, provide two paper copies with visible highlighting. Don't forget to maintain a copy in district files, and to highlight adopted language.

---

### Begin board-certifying here - General Requirements

- The H&S written plans include policies for managing the hazard, assessing for the hazard, training, and record keeping.
- There is a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information and the information in the written plans.
- The written plans are current, complete and accurate. They are concise and well organized. They do not make references to other districts or states, or persons not currently with the district.
- In particular, the documentation of training and required reporting is accurate and complete. Training includes an adequate roster of trainees, is dated, and a syllabus of the training, giving information on what trainees can be reasonably expected to know or do.

contribute to a child's symptoms.

- Parents can obtain information on what a parent can do – how they can effect change – upon discovering questionable activities occurring within schools.

**\*F. Mechanical Ventilation improvements if funded under either H&S or Alternative Facilities Bonding and Levy programs**

- All mechanical ventilation improvements shall result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration, and ability to measure ventilation rate.
- Any commissioning resulting from mechanical ventilation improvements shall be done and validated by a Systems Inspector per M.S. 123B.72 that has adequate errors and omissions insurance.
- Mechanical ventilation improvement work funded under H&S shall remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to become manifest and be corrected.

**\*G. M.S. 123B.57 responsibility to "...monitor and improve the quality of indoor air..."**

- The district shall determine the mechanical ventilation rate of each occupied space and plan and implement its improvement in a timely manner where found to be inadequate. Use of outside air intake flow hood for unit ventilators or CO2 or thermal-based calculations found in ASHRAE 62-1989 with controls set to minimal outside air settings are adequate. Intended to satisfy TFS Ventilation Checklist Activity 22. This activity does not have to be done to receive HS & funding.
- The district shall determine if there is mold or water intrusion for each occupied space and plan and implement its remediation in a timely manner where found to exist. Visual inspections are adequate.
- The district shall determine the quality of air entering the building and make improvement where needed. Use of human senses is adequate.
- The district shall monitor the use of chemicals, cleaning materials, carpet maintenance (if applicable) pesticides and general housekeeping to ensure proper indoor air quality. Use of human senses is adequate.

Note: Starred paragraphs are not mandatory for inclusion in the district's IAQ program for H&S funding.

**Attachment 99 Performance Criteria – Safety Committees**

- A district safety committee shall be established where the district exceeds 25 employees or is experiencing excessive lost workdays or accident/incident rates.
- Written statements shall be developed describing safety committee role, responsibilities, activities and administrative support.
- Role of safety committee shall be stated, and shall include consideration of the following.
  - ✓ Review high hazard areas of health and safety for adequacy of program protection.
  - ✓ Monitor the effectiveness of the safety and health program. Assist administrators, H&S coordinators and supervisors on district/school H&S issues. Bring committee recommendations to school board.
  - ✓ Everyone in district needs to know they should contact members of safety committee FIRST for H&S issues
- There shall be greater employee representation than management, with each bargain unit represented. The safety committee member list shall be posted.
- The number of employee representatives on the committee shall equal or exceed the number of management representatives. The safety committee members shall be made known to all district staff.
- The safety committee shall meet at least quarterly.
- An agenda shall be established prior to meeting. Attendance and minutes shall be recorded. A report of activities shall be posted where all employees have access to it.
- The chair shall be elected by the committee and identified by name.
- Training shall be provided to safety committee members as to their roles and responsibilities.
- Meeting activities shall include consideration of these activities.
  - ✓ Establish annual safety goals and objectives for meeting those goals.
  - ✓ Conduct and/or review safety inspections.
  - ✓ Assist in accident investigation.

### **Confined Space Standard**

- District shall develop and implement a Written Management Plan for Confined Spaces, encompassing OSHA standard 29 CFR 1910.146, explaining procedures for implementing Confined Spaces for each area for each building where Confined Spaces hazards exist.
- The district administration shall identify school district Contact Person(s) for Confined Spaces permit and non-permit zones.
- The district administration shall survey the facility at least annually to identify Confined Spaces physical hazards per the standard that require Confined Space entry procedures, using the criteria found at [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9797](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797)
- The district shall determine the location of all Confined Spaces, and which are Permit Required Confined Spaces using the criteria found in Attachment A of the standard.
- Using the criteria found in 1910.146(c)(5), the district shall determine which Permit Required spaces need comply with paragraphs (d) through (f) and (h) through (k) of the standard.
- For Permit Required spaces that need not comply with paragraphs (d) through (f) and (h) through (k) of the standard, the district shall establish and maintain monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient.
- For Permit Required spaces where the district has not established and maintained monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient, the district shall implement paragraphs (d) through (f) and (h) through (k) of the standard.
- The district shall establish a properly trained and provisioned Permit-Required Confined Space rescue and emergency service, that will become activated whenever a person enters a Permit Required Confined Space.
- The district shall carry out practice Permit Required Confined Spaces rescues at least once every 12 month, as called for under paragraph (K) of the standard.
- District shall inform Confined Spaces entrants information called for in the standard, how they may communicate with persons outside the Confined Spaces and what steps they should take if they should develop a medical emergency while in the Confined Spaces (e.g. heat stress, electrocution, burns, heart attack).
- The district shall inform any outside contractor doing work in a Confined Space that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program per 1910.143.

### **Attachment 99 Performance Criteria – Employee Right-To-Know (ERTK)**

#### **Employee-Right to Know - Hazard Communication. The program shall:**

- Develop and implement a Written Management Plan for Minnesota Employee Right To Know, in compliance with Minnesota Rule 5206.
- Identify school district Contact Person(s) for MN ERTK.
- Review Written Plan as needed, and update (at least annually).
- Identify Hazard communications functional areas (e.g. kitchen, shops, art, maintenance).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards.
- Manage Material Safety Data Sheet (MSDS) acquisition, compilation and distribution. Ideally, MSDS would be available in functional area.
- Perform Chemical Inventory Update at least annually. Ideally, chemical inventory would be available with MSDSs in functional area.
- Monitor use and markings on Secondary Use Containers.
- Ensure placement of ERTK Minnesota-approved posters.
- Perform initial and annual functional area training.
- Provide all record keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually.

Date: \_\_\_\_\_

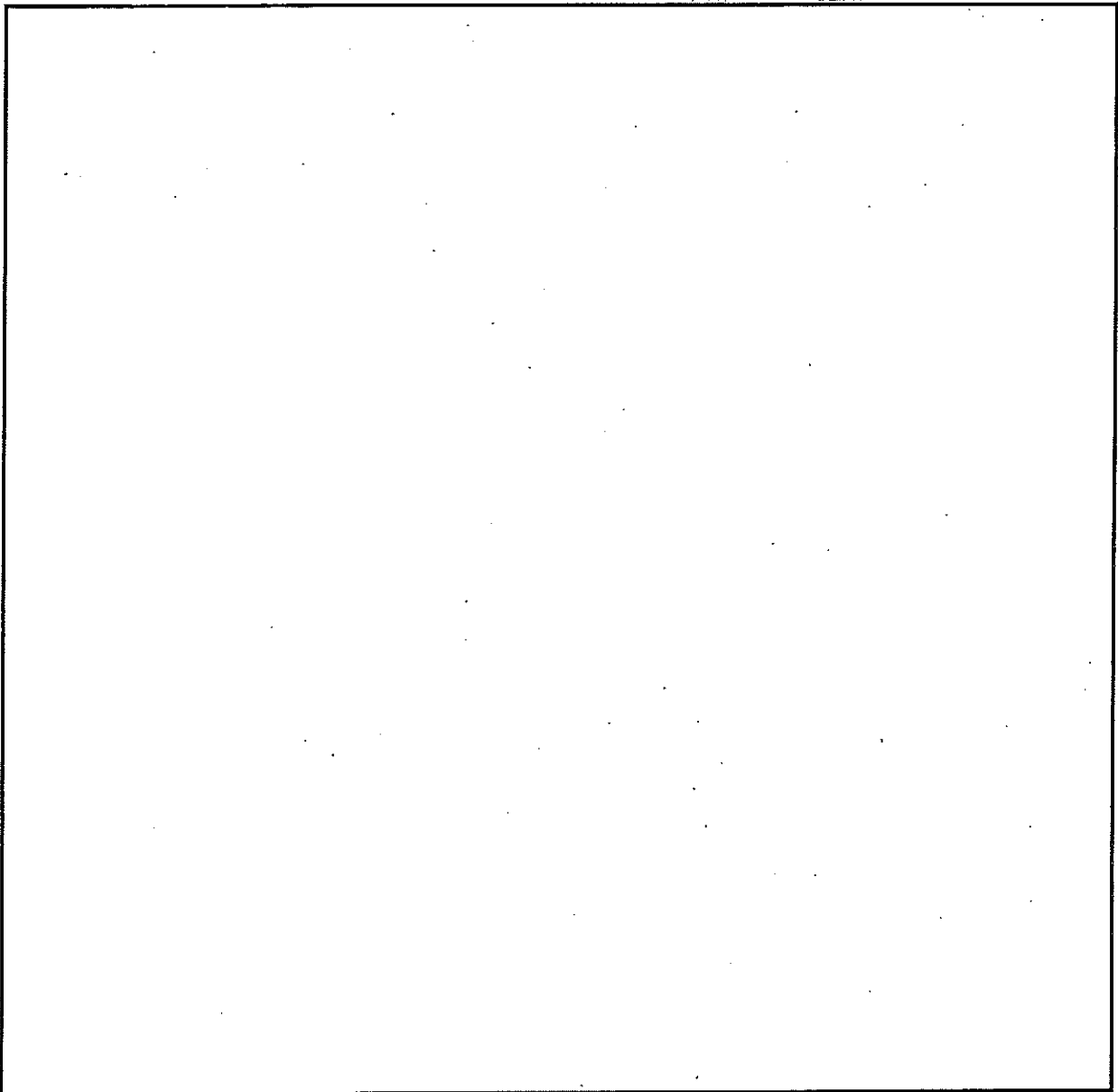
School District: \_\_\_\_\_

Person Affirming: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone with ext. \_\_\_\_\_

I affirm that the following is an accurate, board-approved summary of this school district's current Health and Safety program, submitted in accordance with Minn. Stat. § 123B.57 regardless of whether or not funding is requested. A copy of the school board minutes is attached.  
Additional comments:



## YME Food Service Meal Prices - 2008-2009

<b>Meal</b>	<b>Price</b>
Student Breakfast	1.45
Adult Breakfast	2.10
Student Lunch – K-4	2.00
Student Lunch – 5-12	2.25
Reduced Lunch – K-12	0.40
Adult Lunch	3.35
Extra Milk	0.35

# *Yellow Medicine East Schools*



## *Mission*

The mission of the Yellow Medicine East School District is to create opportunities for all individuals to be successful in an inclusive environment where lifelong learning is nurtured.

## *Goals & Values*

- Develop in students the communication, academic and social skills needed to contribute to a global, digital society.
- Infuse the use of technology into the curriculum to support individualized learning from early childhood through post secondary experiences.
- Foster lifelong wellness and cooperation through curricular and co-curricular activities.
- Afford teachers opportunities for self-renewal by supporting innovative teaching techniques that model a passion for learning.
- Access the talents of support staff, volunteers and community experts to enhance student learning.
- Provide state-of-the-art, environmental friendly learning, performance, and gathering spaces.
- Cooperate with neighboring school districts to adapt to the changing demographic and educational needs of our region.

Adopted 4-13-2009

## Upcoming Events and Activities

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
Negotiation Session	July 27, 2009	YME Board Room	7:00 PM
Board Meeting	July 13, 2009	YME Board Room	7:00 PM
Board Meeting	August 10, 2009	YME Board Room	7:00 PM
MSBA Summer Seminar	August 13-14, 2009	Brooklyn Park, MN	